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Office 2007

PowerPoint

Introduction

April 2008

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INTRODUCTION

This is an introductory course aimed at those with no experience of using PowerPoint to create presentations.

Knowledge assumed

experience of using a computer, for example the keyboard and mouse
experience of using Windows; icons, loading software and click boxes

Areas covered

creating a presentation
creating a screen show using transitions and animations
applying designs
master slides
slide layouts

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Document signposts

Instructions for you to type

Bold text

Shortcuts

Reminders

Notes

Exercises

GETTING STARTED

The aim of this document is to guide you through creating and modifying a screen show.

However, before you begin, you should take a look at the layout of the PowerPoint window so that you know where to find the tools you will be using. To see this window you must open PowerPoint:

- Double click the **Microsoft PowerPoint 2007** shortcut icon on the desktop

or

- Click the **Start** button
- All Programs
- Microsoft Office
- Microsoft Office PowerPoint 2007
- The PowerPoint opening screen is displayed.

Microsoft Office button

Tabs

Ribbon

Title slide

View buttons

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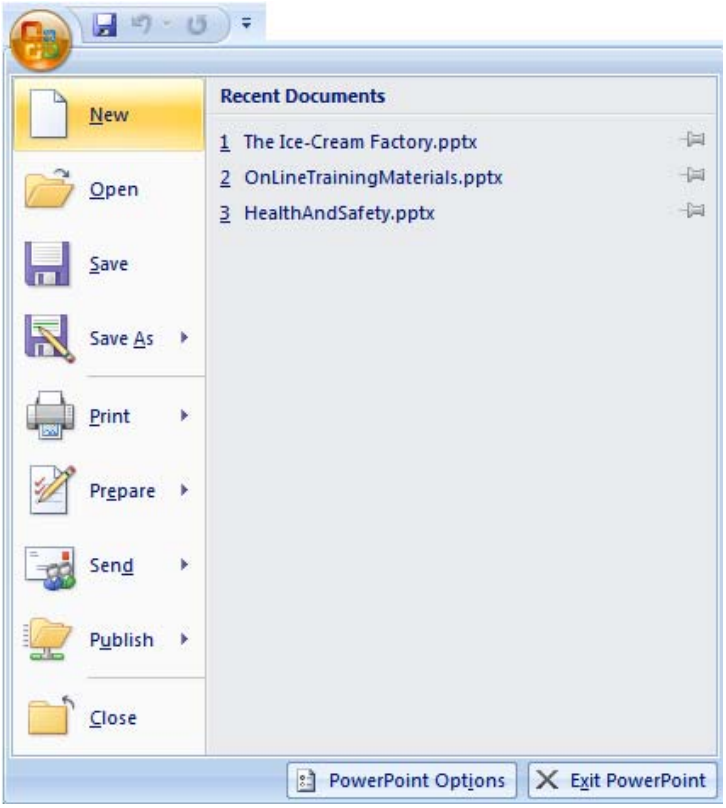
The Office Button lists the commands that allow you to open and save a presentation as well as print it. It also includes a list of recently used files.

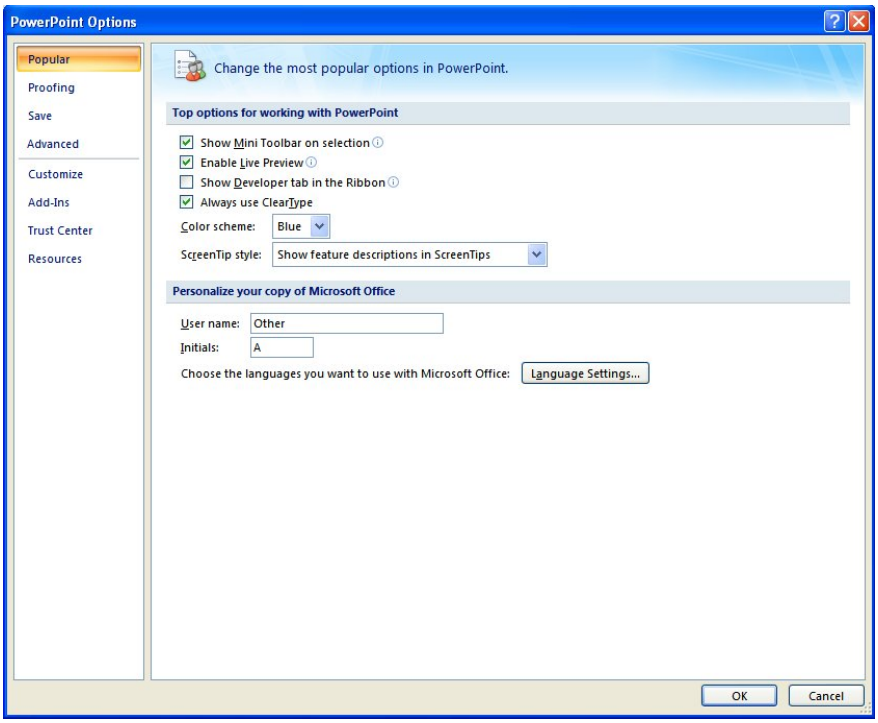
- Click the **Office Button**

At the bottom of the dialog box is the PowerPoint Options button. When you click this you have access to several settings within PowerPoint that you can change.



- Click the **PowerPoint Options** button

The PowerPoint Options dialog box is displayed initially showing the most popular items that you might like to change.



- Select one or two of the other option groups on the left side of the dialog box to see what changes can be made.

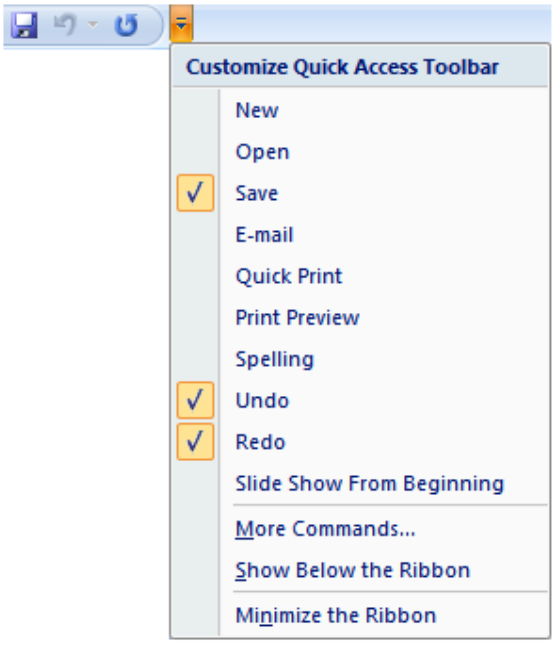
  PLEASE DO NOT CHANGE ANY OF THE SETTINGS.

- Click **Cancel** to close the PowerPoint options dialog box

To the right of the Microsoft Office Button is the Quick Access Toolbar.

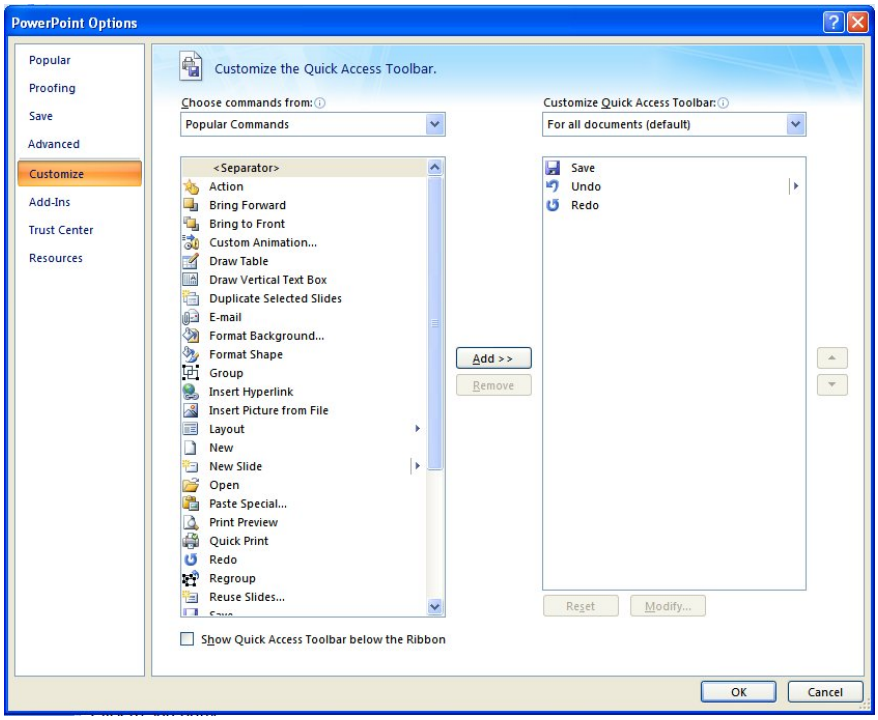
Initially the Quick Access Toolbar contains only three commands but you can add the commands that you find most useful.

- Click the down arrow to the right of the toolbar



A menu is displayed showing a short list of commands. The commands already on the toolbar have a tick to the left.

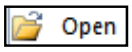
- Click **More Commands …**



A list of popular commands is displayed.

To add the Open command to the toolbar:

- Scroll down the list on the left hand side and select the shortcut for **Open**



- Click **Add>>**

- Click **OK**

The Open command has been added to the Quick Access Toolbar.

- Customise the Quick Access Toolbar and **remove** the Open command by deselecting it from the menu

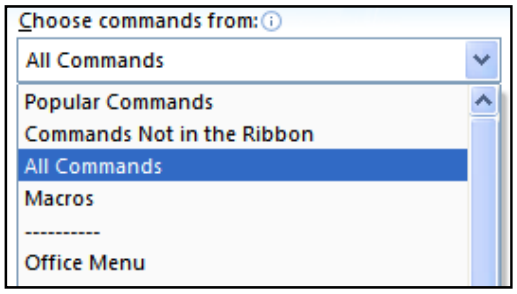
- Customise the Quick Access Toolbar again and click More Commands

Only the most popular commands are shown on the list that you are looking at.

To see a more comprehensive selection:

- Click the down arrow to the right of the **Choose commands from**: box

- Choose **All Commands**



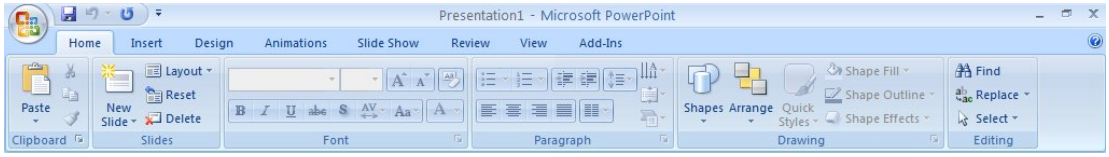
- Every available command is listed
- Click **Cancel** to close the dialog box

If you see a shortcut on the ribbon that you would like to add to the Quick Access Toolbar:

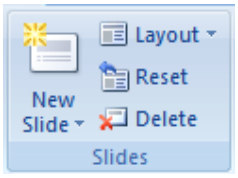
- Point to the shortcut
- Click the **right** mouse button
- Choose **Add to Quick Access Toolbar**

If you prefer, you can reposition the Quick Access Toolbar to display below the ribbon.

The Ribbon is designed to help you quickly find the command you need to complete a task. The commands are organised in logical groups which are collected together under tabs. For example, when you first open PowerPoint the Home tab is the one that is selected. This contains the most commonly used commands.

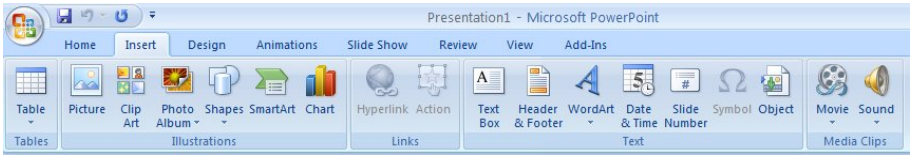


Within each selected tab, the commands are placed in groups so that those used for a similar purpose are together. For example the Slides group includes New Slide, Layout, Reset and Delete.



When you select a different tab the ribbon shows you different groups of commands.

- Click the **Insert** tab



Now you see commands relating to Tables, Illustrations, Links, Text and Media Clips.

- Look at the other tabs to see what they include

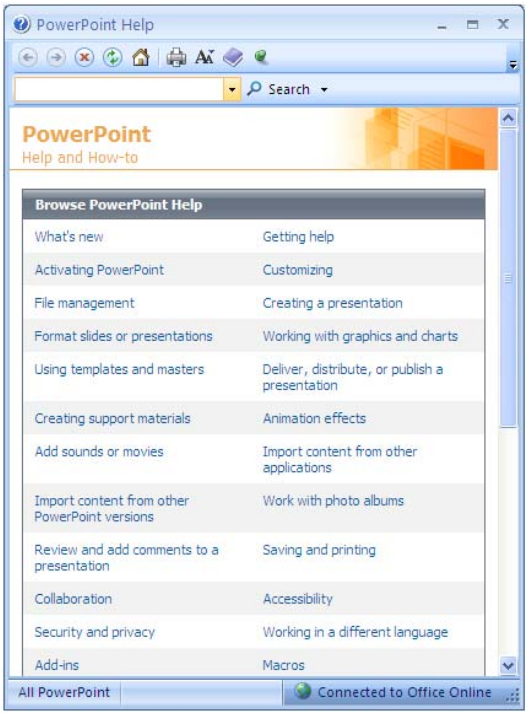
There are also tabs that display only when they are needed, for example if you select a picture or Word Art in your presentation. These are called **contextual** tabs. We will look at these later in the training course.

HELP

If you have an internet connection on your computer, when you use on-line help you will automatically connect to the Internet where more help is available.

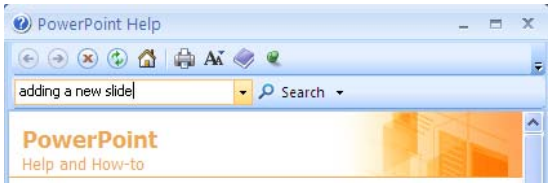
- Click the **Microsoft Office PowerPoint Help** button above and to the right of the ribbon

PowerPoint Help is displayed.

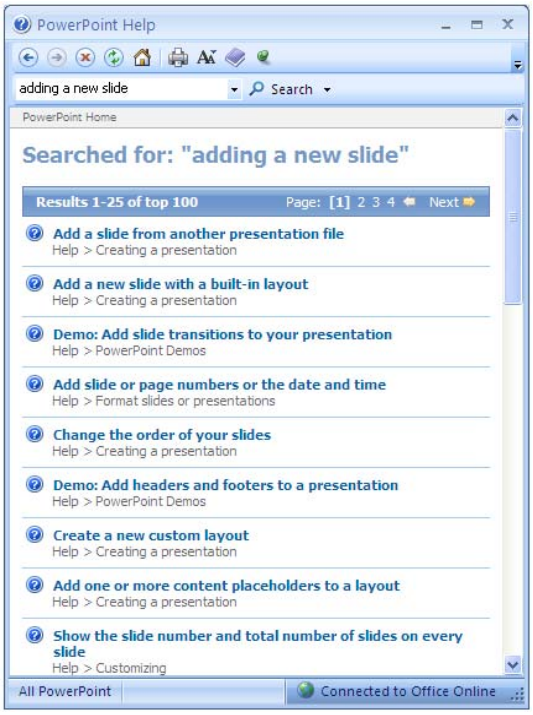


The help window displays a series of links to allow you to browse through different topics. Or you can type criteria in the Search window to pinpoint information that may be useful to you.

- Type **adding a new slide** into the Search window
- Click Search



A list of subjects related to your search is displayed.

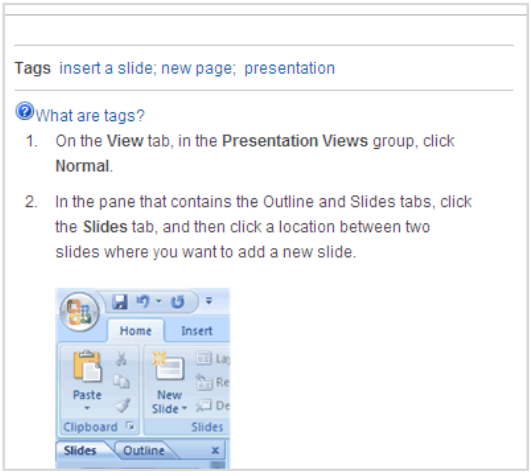

PowerPoint Help
adding a new slide
Search
PowerPoint Home
Searched for: "adding a new slide"
Results 1-25 of top 100
Page: [1] 2 3 4 Next
Add a slide from another presentation file
Help > Creating a presentation
Add a new slide with a built-in layout
Help > Creating a presentation
Demo: Add slide transitions to your presentation
Help > PowerPoint Demos
Add slide or page numbers or the date and time
Help > Format slides or presentations
Change the order of your slides
Help > Creating a presentation
Demo: Add headers and footers to a presentation
Help > PowerPoint Demos
Create a new custom layout
Help > Creating a presentation
Add one or more content placeholders to a layout
Help > Creating a presentation
Show the slide number and total number of slides on every slide
Help > Customizing
All PowerPoint
Connected to Office Online

Help is available in three forms, a hyperlink, a demo, or training.

HYPERLINK

Click on a hyperlink to display step by step instructions on how to complete a specific job.

- Click **Add a New Slide with a Built-in Layout**

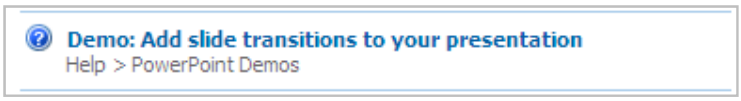

Tags insert a slide; new page; presentation
What are tags?
1. On the View tab, in the Presentation Views group, click Normal.
2. In the pane that contains the Outline and Slides tabs, click the Slides tab, and then click a location between two slides where you want to add a new slide.
Home
Insert
Paste
New Slide
Clipboard
Slides
Slides
Outline

- Scroll down the instructions where you will find links to related subjects and a button enabling you to view a short demo

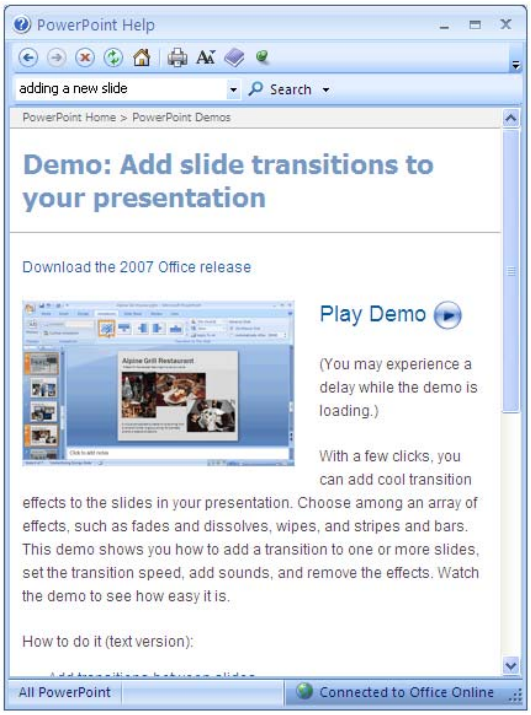
➢ Click the **Back** button to return to the previous screen

DEMO

➢ Click the third link in the list Demo: Add slide transitions to your presentation



This link takes you to a new screen which invites you to play a short demo explaining, in this case how to add a transition to your slides.


PowerPoint Help
adding a new slide
Search
PowerPoint Home > PowerPoint Demos
Demo: Add slide transitions to your presentation
Download the 2007 Office release
Play Demo
(You may experience a delay while the demo is loading.)
With a few clicks, you can add cool transition effects to the slides in your presentation. Choose among an array of effects, such as fades and dissolves, wipes, and stripes and bars. This demo shows you how to add a transition to one or more slides, set the transition speed, add sounds, and remove the effects. Watch the demo to see how easy it is.
How to do it (text version):
All PowerPoint
Connected to Office Online

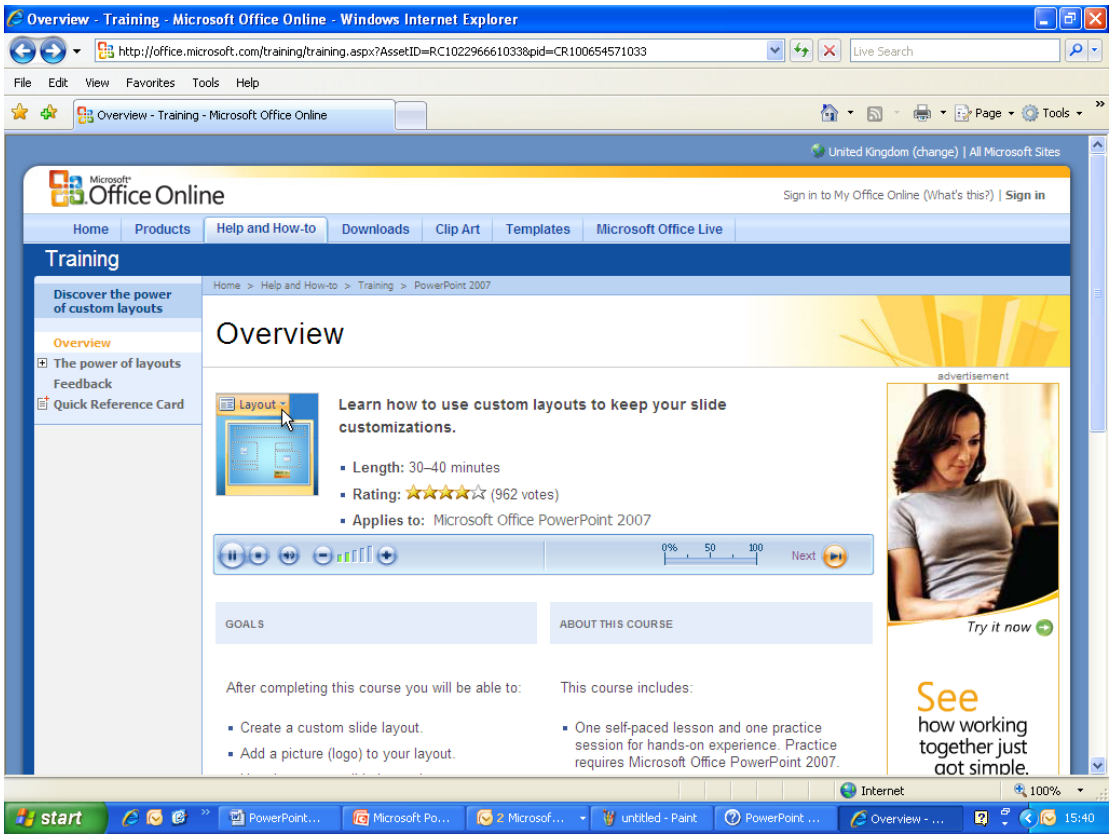
Don't play the demo yet. You may understand it a little more if you look at this later in the training session.

➢ Click the Back button to return to the previous screen

TRAINING

➢ Scroll down the list of links to find **Discover the power of custom layouts**

- Click the link
- The computer links to the Internet


Overview - Training - Microsoft Office Online - Windows Internet Explorer
http://office.microsoft.com/training/training.aspx?AssetID=RC102296661033&pid=CR100654571033
File Edit View Favorites Tools Help
Overview - Training - Microsoft Office Online
United Kingdom (change) | All Microsoft Sites
Office Online
Sign in to My Office Online (What's this?) | Sign in
Home Products Help and How-to Downloads Clip Art Templates Microsoft Office Live
Training
Home > Help and How-to > Training > PowerPoint 2007
Discover the power of custom layouts
Overview
The power of layouts
Feedback
Quick Reference Card
Overview
Learn how to use custom layouts to keep your slide customizations.
Length: 30–40 minutes
Rating: (962 votes)
Applies to: Microsoft Office PowerPoint 2007
Next
GOALS
ABOUT THIS COURSE
After completing this course you will be able to:
Create a custom slide layout.
Add a picture (logo) to your layout.
This course includes:
One self-paced lesson and one practice session for hands-on experience. Practice requires Microsoft Office PowerPoint 2007.
advertisement
Try it now
See how working together just got simple.
Internet
100%
start
15:40

As the screen opens the training course is displayed and, if you have sound, there is also narration.

- Take a minute or two to look at the training screens
- Close the Internet window
- Close Help

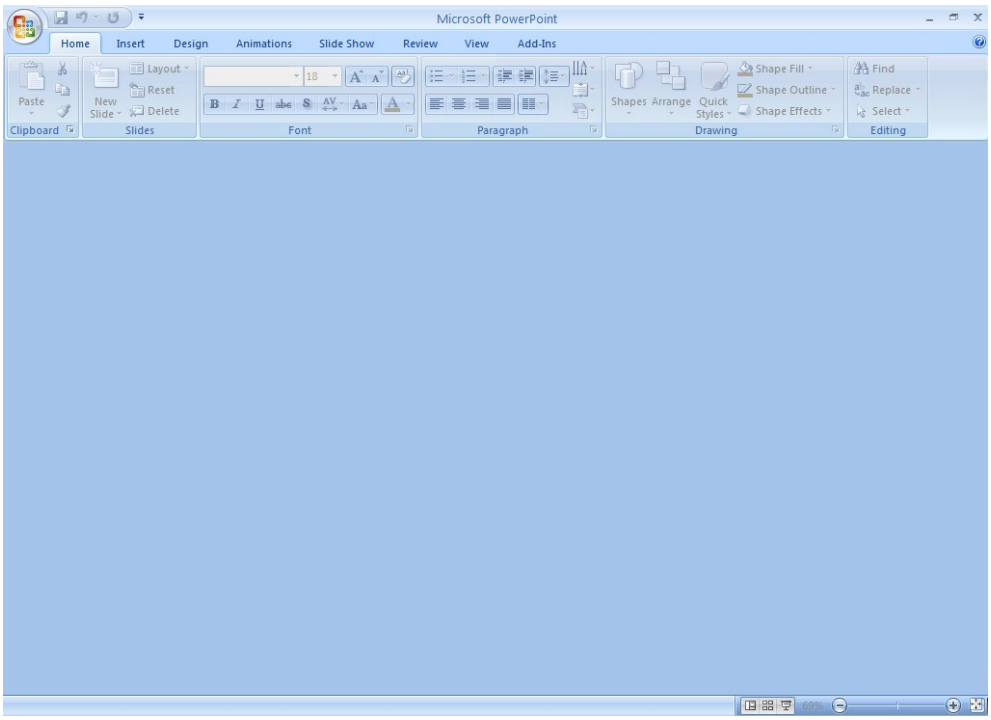
CREATING A NEW PRESENTATION

When you start PowerPoint a new presentation is opened automatically and you see the Title Slide which is the first in the presentation.

In order to experience starting a presentation once PowerPoint is open, close the presentation that is displayed.

- Click the **Office Button**
- Choose **Close**
- If you are asked to save the presentation click **No**

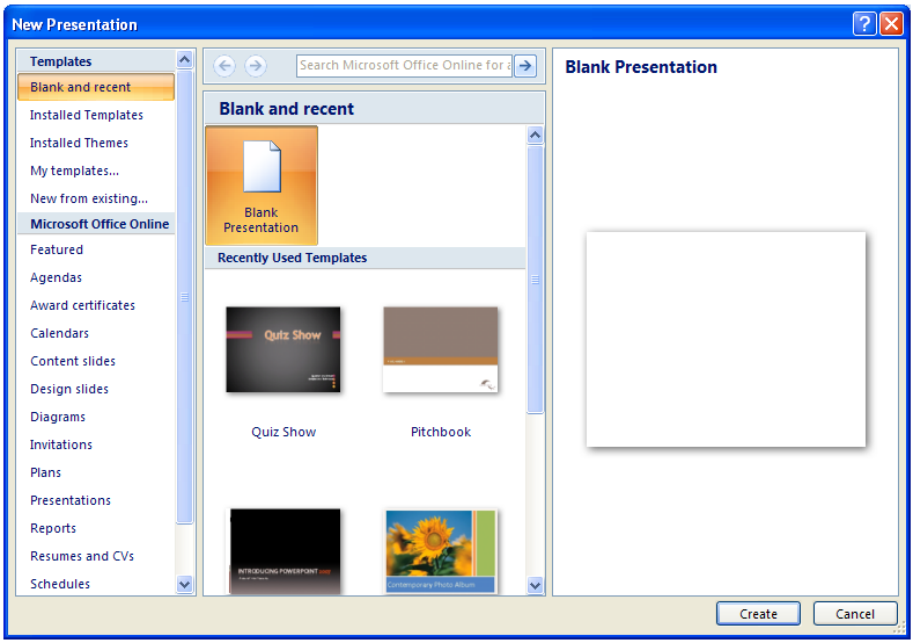
You are left with an empty work area.



The presentation that you are going to create during this training course is about endangered species of animals. It will be only a short presentation but you will include images, a chart and various effects. To begin the new presentation:

- Click the **Office Button**
- Choose **New**

The New Presentation dialog box is displayed showing blank and recently used templates as well as giving access to many other groups of templates.



- Choose **Blank Presentation**
- Click **Create**

A new presentation is opened showing the Title Slide.

Placeholders

The Title Slide is normally the first in the presentation and is used to introduce yourself and the subject you will be talking about. However, if you choose, you can use title slides throughout the presentation to introduce new topics.

SLIDE LAYOUTS

The Title Slide is one of nine built-in slide layouts available for use. You can also create your own customised layouts.

A slide layout can include several elements including a title placeholder, subtitle placeholder, and other placeholders for objects such as images, charts and media clips.

- Position the insertion point in the title placeholder
- Type the title for the presentation, **Endangered Species**

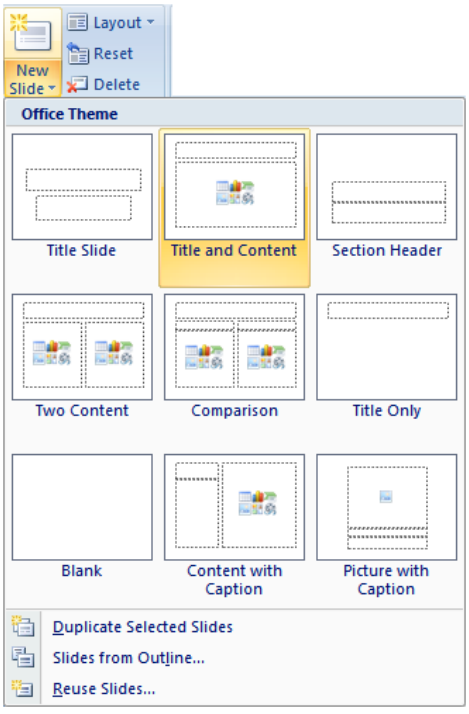
- Position the insertion point in the subtitle placeholder

- Type **your name**

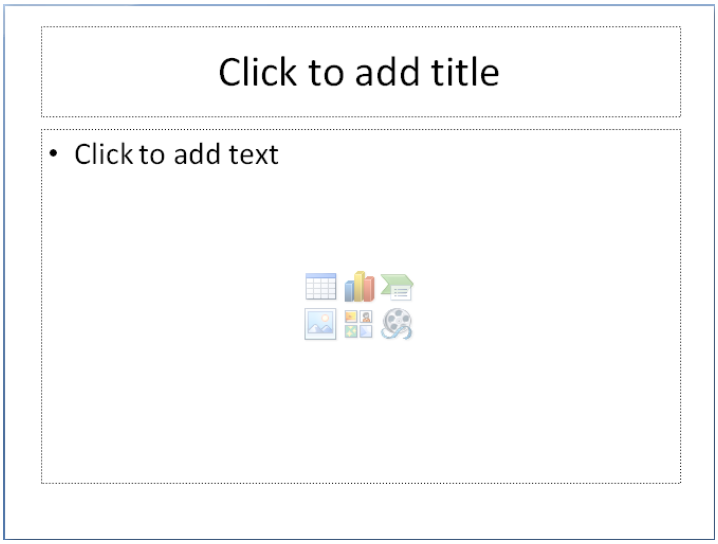
Next you will add a new slide to the presentation:

- Ensure the **Home** tab is selected
- Click the bottom of the **New Slide** button to see a list of layouts to choose from
- Select **Title and Content**

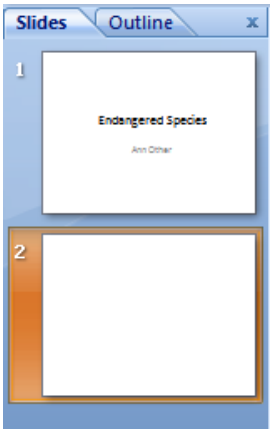
Click



A second slide is added to the presentation.



Notice that, as you add slides to the presentation, thumb nail images are also shown in the Slides tab to the left of the screen (in Normal view).



- Position the insertion point in the title placeholder
- Type the slide title **Terms**

➢ Position the insertion point in the main placeholder

➢ Type the following list (don't worry about the indenting):

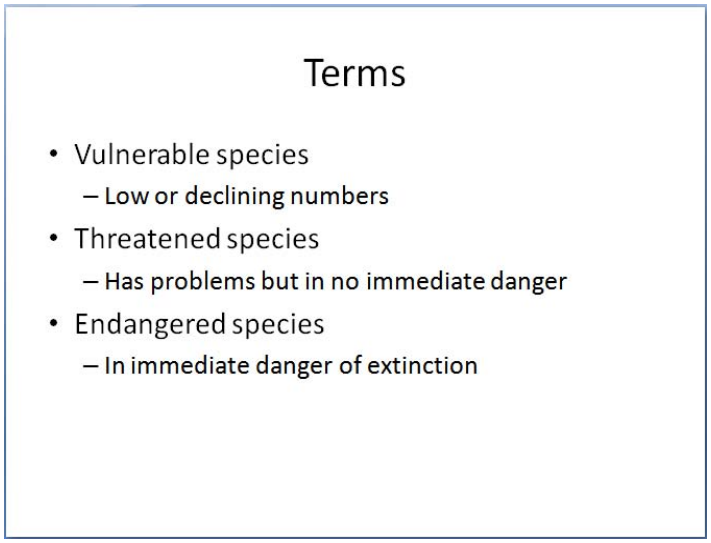
- **Vulnerable species**
  - **Low or declining numbers**
- **Threatened species**
  - **Has problems but in no immediate danger**
- **Endangered species**
  - **In immediate danger of extinction**

To indent the text to create a second level, use either:

the **Tab** key on the keyboard or

the **Increase List Level** button on the Home tab

You slide should look like this:


Terms
• Vulnerable species
– Low or declining numbers
• Threatened species
– Has problems but in no immediate danger
• Endangered species
– In immediate danger of extinction

- Select the **six** lines of text in the main placeholder
- On the **Home tab**, click the drop arow to the right of the **Font Size** button
- Move the mouse pointer slowly up and down the list of sizes - the text on the slide changes with each fond size selected
- Select **32** point from the list
- Add another term to the bottom of the list:

  - **Extinct species**
    - **No longer living**

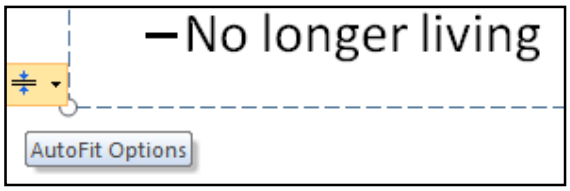
Notice that the lines of text have been automatically adjusted to make room for the new lines

---

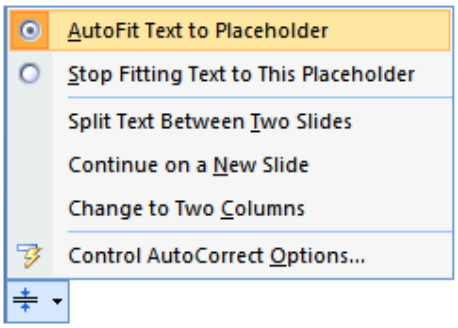
IMPORTANT TO REMEMBER

Be aware that, while the text has adjusted to fit into the placeholder, the text in the same level of bullet point may not be the same size.

As you start to type the last line, an AutoFit Options button is displayed next to the placeholder.



- Click the drop arrow to see the options

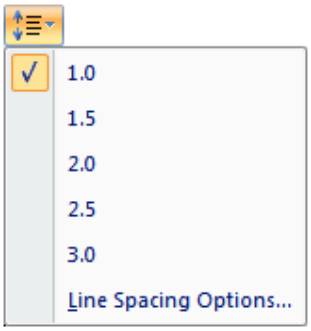

AutoFit Text to Placeholder
Stop Fitting Text to This Placeholder
Split Text Between Two Slides
Continue on a New Slide
Change to Two Columns
Control AutoCorrect Options...

You can see the Autofit Text to Placeholder option is selected by default.

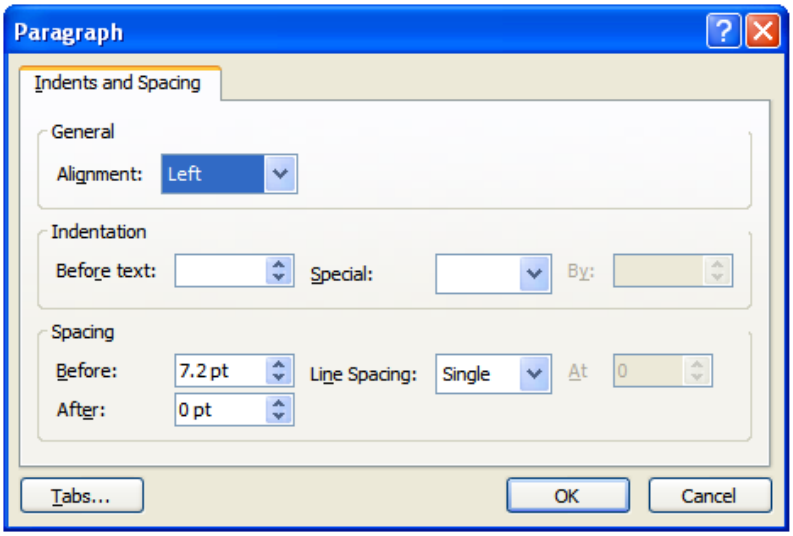
➢ Click away from the list

You can control the fit of the text in the placeholder yourself by changing the line spacing between lines of text in the list. The line spacing button is in the Paragraph group of the Home tab.

➢ Click the **Line Spacing** button



➢ Fine tune the spacing by selecting **Line Spacing Options...** at the bottom of the line spacing list



Adjust the spacing Before or After a paragraph (text with a paragraph mark (where you have pressed the Enter key) at the end) to get the desired gap between the points.

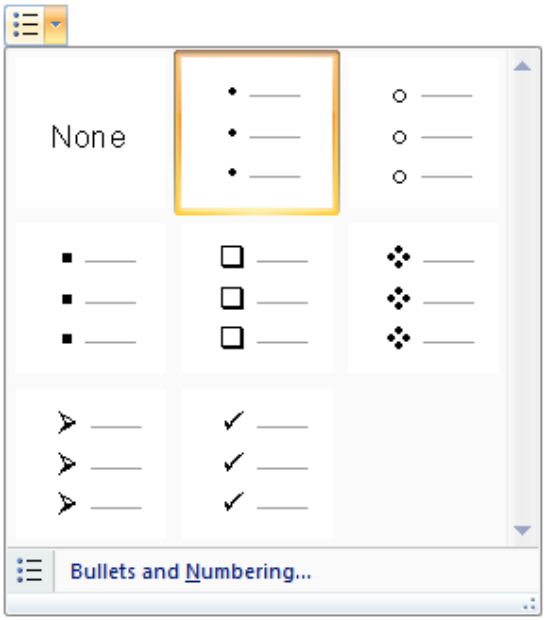
To the inexperienced, when you adjust point size between the lines of text it is difficult to judge the space that will be added. You might have to find the right amount by trial and error.

➢ Click **OK**

Changing the style of the bullet

To emphasise the first level of bullet point you will change the style of the bullet and embolden the text.

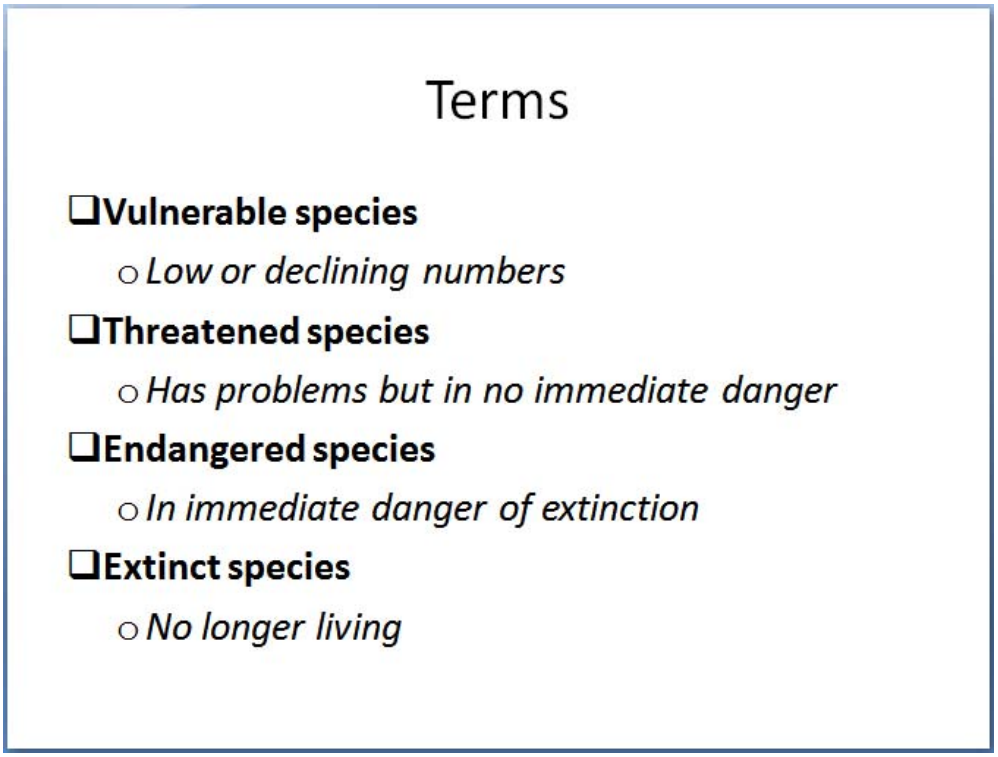
- Select the first line of text – **Vulnerable species**
- On the Home tab click the drop arrow to the right of the Bullets button on the ribbon



- Move the mouse pointer over the different styles of bullets to see the change on the slide
- Choose a different style of bullet, for example the hollow square bullets

- While the first line is still selected, embolden the text by clicking the **Bold** button in the Font group on the ribbon
- Select each main bullet and change the style to match the first one
- Change the style of bullet for the **second level headings** to the hollow round bullet
- Format the text as **italic**

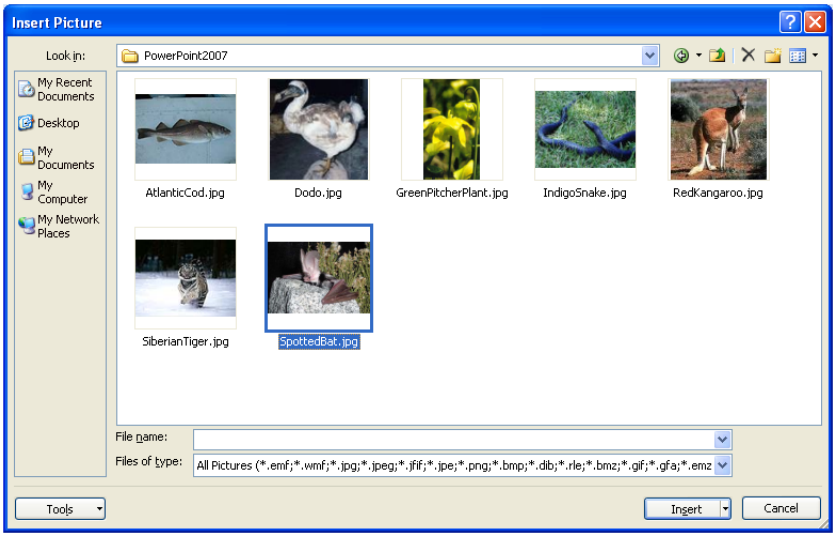
Your slide should look similar to this.



- Save the presentation with the name **EndangeredSpecies** in the PowerPoint 2007 folder on drive C:
- Add a new slide as slide 3 - choose the **Title and Content** layout
- In the title placeholder type the heading – **Vulnerable Species**
- In the main placeholder click the **Insert Picture from File** icon

- Locate the **PowerPoint2007** folder on drive C

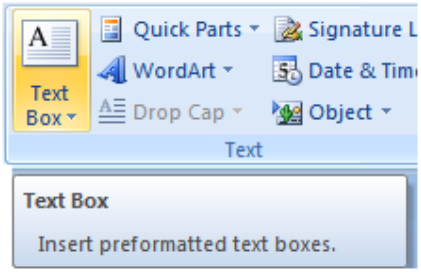
- Select the image of the **Spotted Bat**



- Click **Insert**

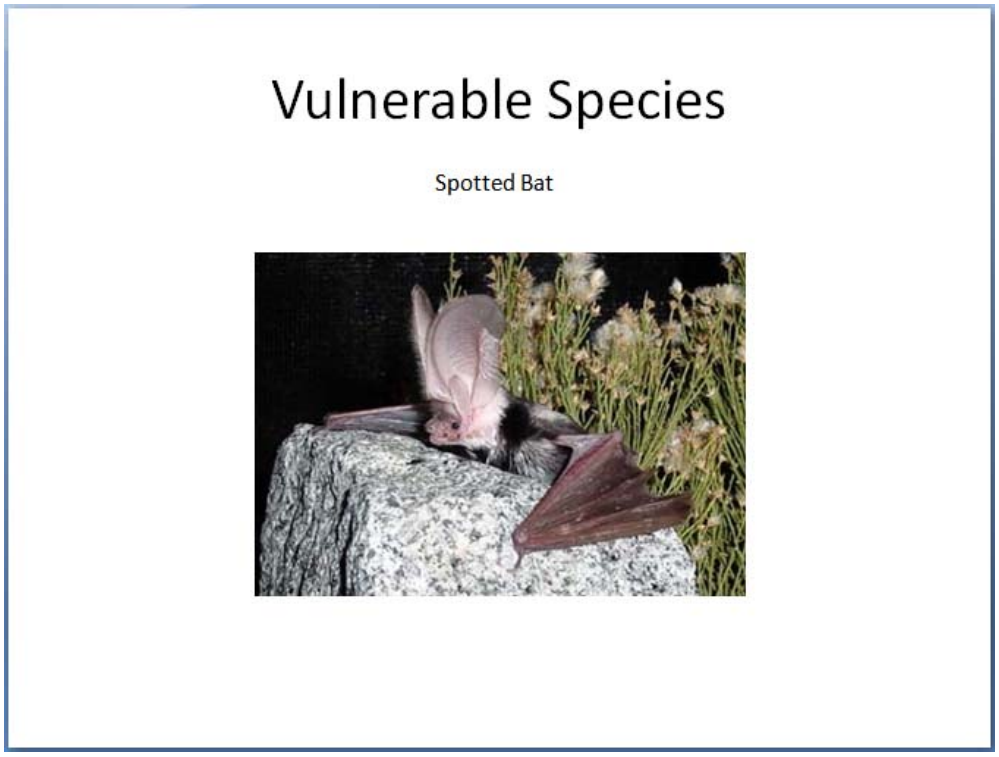
The bat image is added to the slide. To include the name of the species of bat you will add a text box to the slide.

- Select the **Insert** tab
- Click the **Text Box** button in the Text group



- Draw a text box in the centre of the slide above the picture
- Type **Spotted Bat**
- Centre the text within the text box by clicking the **Centre** button in the **Paragraph** group of the **Home** tab

Your slide should look something like this.



- Add a new slide to the presentation – choose the **Content with Caption** layout
- In the title placeholder enter the text **Threatened Species**
- The text needs to match the heading on the previous slide so format it as **44pt, not bold**

Now that you have changed the size of the text the placeholder is not deep enough to hold both lines, so it overflows the top of the placeholder.

You can either resize the placeholder manually to hold the text or use the Autofit Options to allow PowerPoint to resize the text to fit the placeholder.

- Use the Autofit Options and choose **Autofit Text to Placeholder**

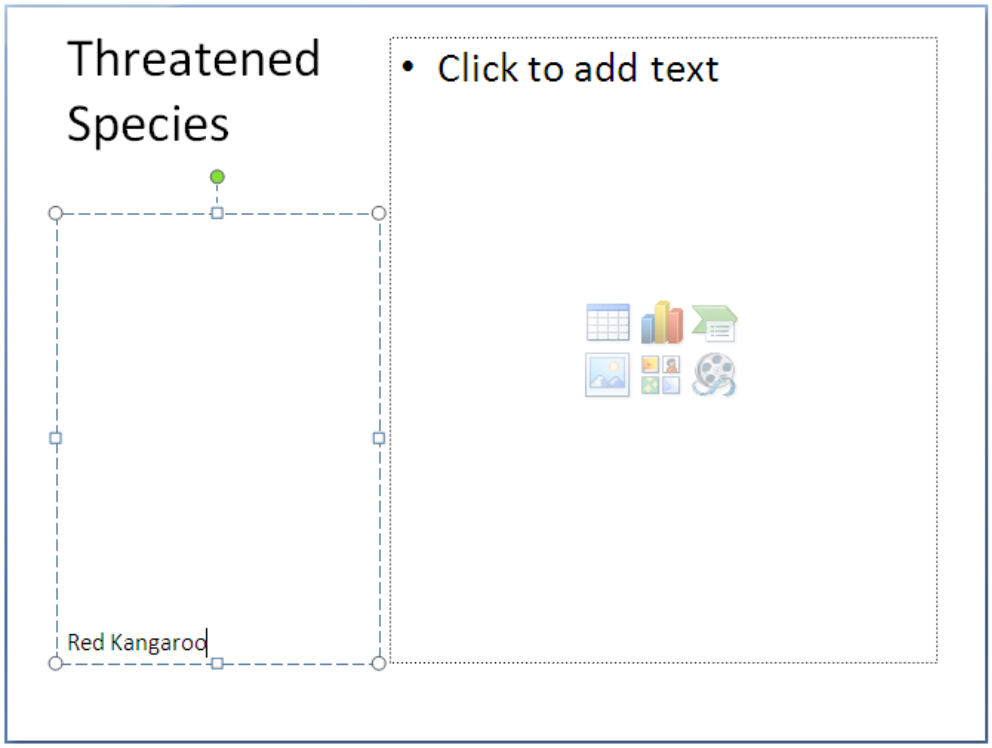
You need to adjust the size of the title placeholder and the placeholder below it to make room for the larger text.

- Drag the top edge of the lower placeholder down to make more space above it
- Drag the lower edge of the title placeholder down to make it deeper

Now that the title placeholder is bigger, the Autofit Text to Placeholder option allows the heading text to change to the required size.

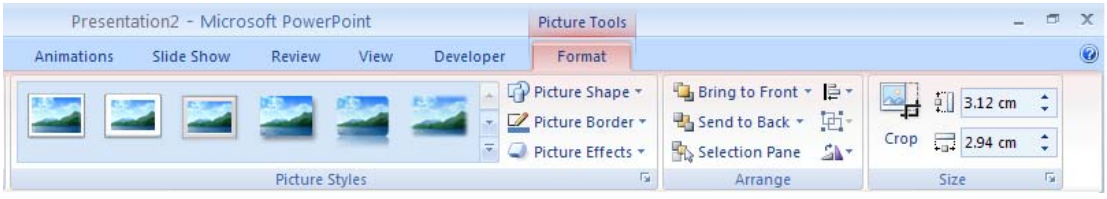
- In the lower placeholder add the text **Red Kangaroo**
- Format this as **18pt**
- On the Home tab use the **Align Text** button in the **Paragraph** group of the ribbon to align the text to the **bottom** of the placeholder

Your slide should look something like this:



- Insert the picture of the **Red Kangaroo** from the **PowerPoint 2007** folder on drive C
- Select the picture of the kangaroo

While the picture is selected, the Picture Tools tab is displayed. This is a contextual tab which is only shown when the picture is selected. This tab gives you access to formatting options that you can use on your picture.



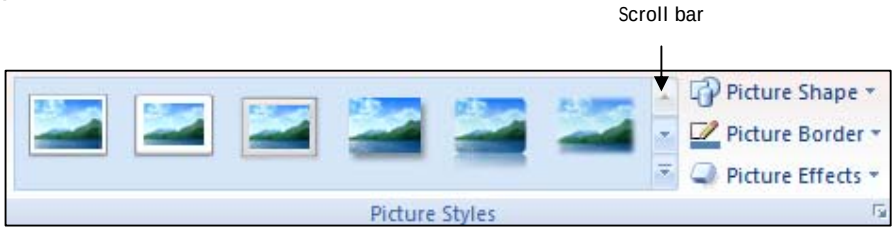
- Click away from the picture and the Picture Tools tab disappears
- Click on to the picture again

Now that the picture of the kangaroo has been inserted into the slide you can see that it is quite small. It would look better if the picture was a similar size to the picture of the bat on the previous slide.

- Using the **Shape Height** option in the **Size** group of the Picture Tools tab, change the height of the picture to **8 cm**.

The width of the picture will change automatically to ensure the picture remains in proportion.

The Picture Styles group on the ribbon shows different effects that you can apply to the picture.



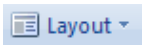
- With the image selected, move the mouse pointer over the different styles on the toolbar to view the effect of each style on the kangaroo picture
- Use the scroll bar to see more options
- Note that there are also Picture Shape, Picture Border, and Picture Effects options available
- Choose the **Reflected Rounded Rectangle** as the picture style for the picture of the kangaroo

Your slide should look something like this:

- Select slide **3** and change the height of the image to **8 cm**
- Apply the **Beveled Oval, Black** picture style
- Add a new slide to the end of the presentation by clicking the top half of the New Slide button in the Slides group of the Home tab

A new slide has been added but it has the same layout as the previous slide. You don't want this type of layout so you need to change it.

- With the new slide selected, click the **Layout** button in the **Slides** group



A list of layouts is displayed.

- Choose **Title Only**
- In the title placeholder type the heading **Endangered Species**

Although you did not choose a slide layout that includes the option to insert a picture, you can still add one to the slide.

- On the **Insert** tab, in the **Illustrations** group click the **Picture** button

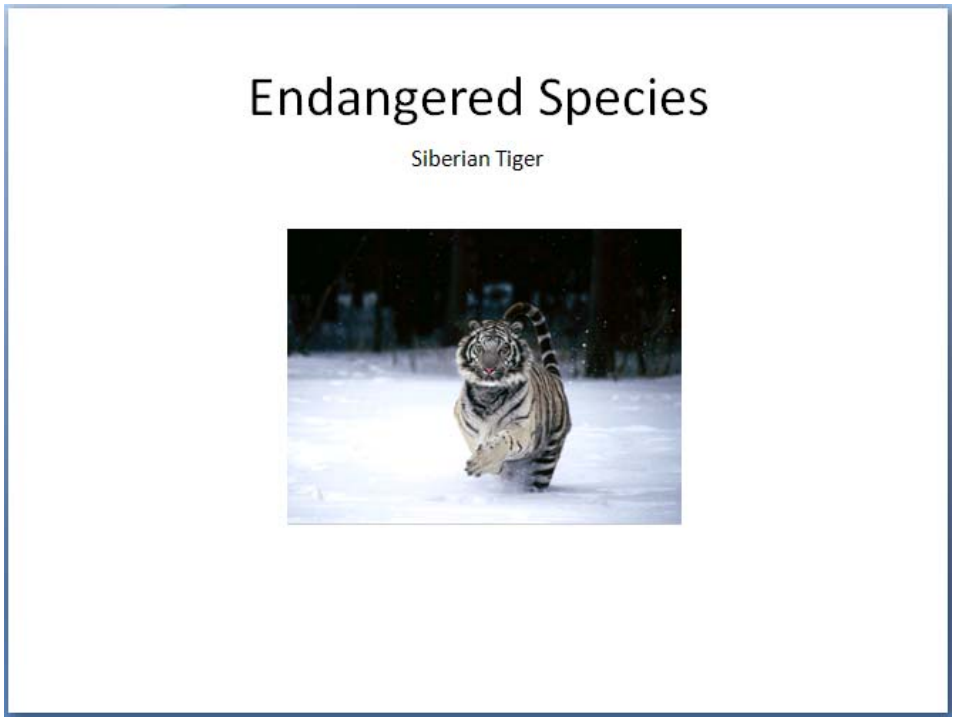
- Choose the picture of the **Siberian Tiger** from the **PowerPoint2007** folder on drive C

- Click **Insert**

This picture is much too big for the slide.

- Select the picture and change the height to **8 cm**
- Position the picture in the middle of the slide
- Insert a text box between the title and the picture to include the sub heading **Siberian Tiger**

Your slide should look something like the one below:



To change the shape of this picture to a **6-Point Star:**

- With the picture selected, click **Picture Shape**
- In the **Stars and Banners** section choose **6-Point Star**

If the Picture Tools tab does not show automatically when you select the picture, click the Picture Tools button.

- Add a new slide to the presentation
- Choose your own layout and use the following information:

Title:	**Extinct Species**
Sub heading:	**Dodo**
Picture:	**Dodo** from PowerPoint2007 folder

- Add another slide to the end of the presentation
- Make the layout **Title and Content**
- The slide title is **Causes of Endangerment**
- The bullet text is:
  - **Habitat destruction**
  - **Over exploitation**
  - **Introduction of exotic species**
  - **Disease**
  - **Pollution**
- Change the style of the bullets
- Centre the bullet text vertically in the placeholder
- Add a final slide to the presentation
- Make the layout **Title and Content**
- The slide title is **What can we do**
- The bullet text is:
  - **Conserve habitat**
  - **Make space for wildlife**
  - **Recycle, reduce and reuse**
  - **Plant native plants**
  - **Join an organisation**
  - **Make your voice heard**
- Change the style of the bullets
- Change the line spacing of the bullet points to **1.5**
- Save the presentation in the PowerPoint2007 folder using the name **Endangered Species**

VIEWS

When working on the presentation you have a choice of which view to use. However, what you are doing with the slides dictates the view you use. For example, by default the presentation is displayed in Normal view which is used to create and edit slides.

You can switch from one view to another using the view options on the Status Bar at the bottom of the screen.

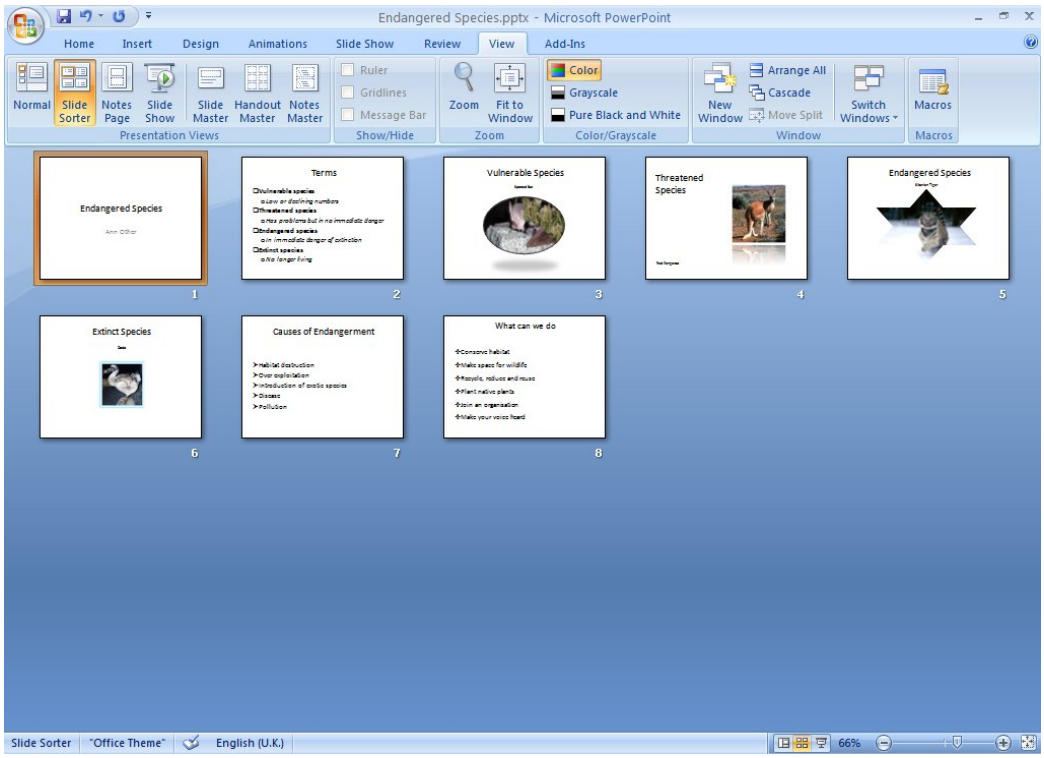
Normal | Slide Sorter | Slide Show

Zoom

Fit slide to current window

SLIDE SORTER VIEW

- Click the **Slide Sorter** button



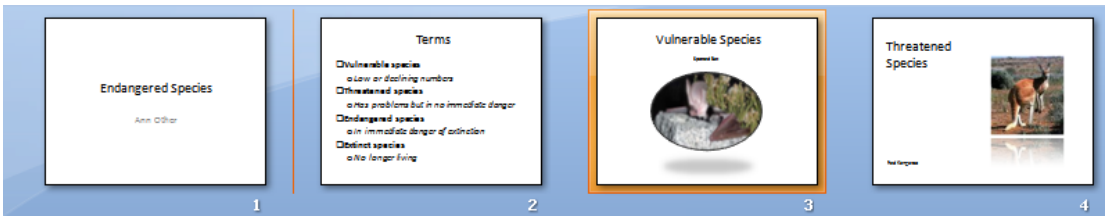
You see the slides in the presentation as thumb nail images.

The slide with the orange outline is the one that is selected.

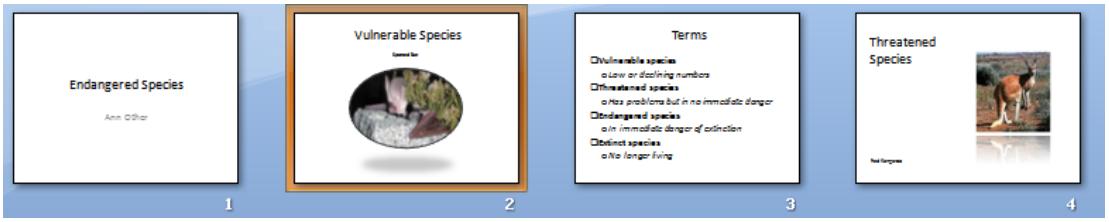
Use Slide Sorter view to rearrange the order of the slides in the presentation.

- Select **slide 3** and drag it over to the left

As you move the mouse pointer a line is displayed between the slides to show where the slide would move to if you released the mouse button.



- Move the slide so that it becomes **slide 2**



- Move the slide back to its original position

NORMAL VIEW

If you want to edit a slide you must change to Normal view.

Either:

- Using the left mouse button, double click the slide you want to work on

or

- Select the slide and click the Normal button at the bottom of the screen

SLIDE SHOW

Click the Slide Show button to run the presentation from the selected slide.

- Select **slide 1**
- Click the **Slide Show** button

This starts the slide show from the slide that is currently selected.

To advance through the presentation press:

- The **space** bar

or

- The **Enter** key

or

- The **left** mouse button

or

- The **right** arrow key

To go back a slide press the:

- The **left** arrow key

To stop the presentation press:

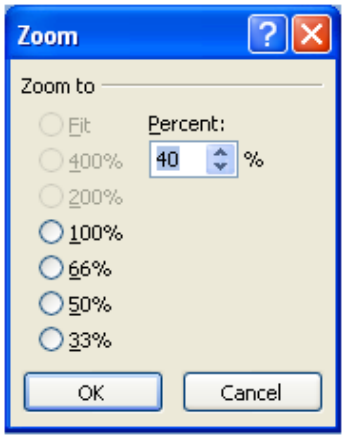
- The **Esc** key

ZOOM TOOL

The Zoom slider allows you to see the slides at different magnifications.

- Adjust the slider to **40%** magnification

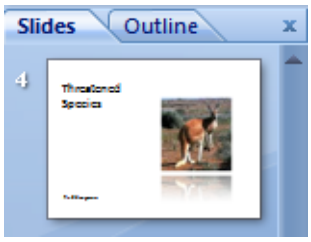
You can also change the magnification using the Zoom button which is on the View tab.



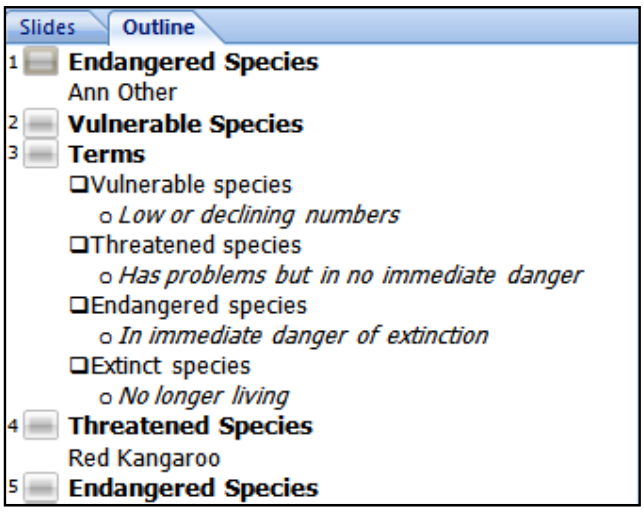
- Use the View tab to change the magnification back to 60%

Another view you may be interested in is the slides tab at the left of the screen.

You can see a thumb nail image of the slide that you are working on in Normal view



or you can choose to see an Outline of the presentation.

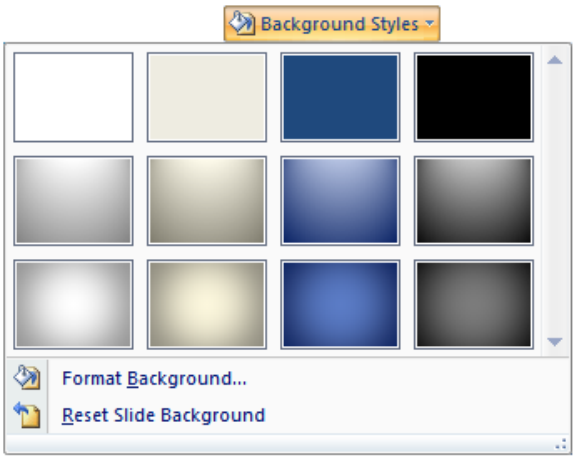


You can use both Slides and Outline to rearrange the order of the slides.

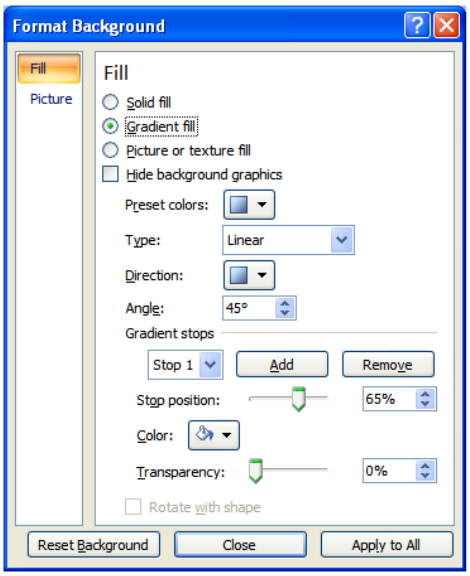
BACKGROUND COLOURS

Try adding a colour and shading to the background of the slides to see how they would look with more colour.

- In Normal View choose the **Design** tab
- Click **Background Styles** in the Background group



- Move the mouse pointer over the Background Styles palette to see the effect on the selected slide
- Click **Format Background...**
- Move the dialog box to the side so that you can see the slide underneath
- Select **Gradient** fill



The dialog box expands to give more options.

- Click the arrow next to the **Type** box and select **Shade from title** to see the effect

- Try some of the other options to see the effects in the preview
- Before closing this dialog box click **Reset Background**
- Click Close

SLIDE DESIGNS

In the centre of the Design tab is the Themes group. These are 'built-in' designs for you to apply to format all of the slides in your presentation instantly.

Click here to see more themes

- Move the mouse pointer over the themes to see an example on the selected slide
- Select one of the themes to apply to your presentation

Be aware that some of the themes will resize the pictures and text on your slides. Check headings to ensure they have not been split over two lines.

COLOUR SCHEMES

A colour scheme is a set of eight co-ordinated colours that are used in the design of the slide.

- Click the Colors button in the Themes group to see a selection of colour palettes that you could choose to apply to your chosen theme
- Move the mouse pointer over the palettes to see a preview of the colour change
- Click on the selected slide (away from the Built-In colour list) to hide the list of palettes

- Select the first slide in the presentation
- Using the Slide Show button at the bottom of the screen, view the presentation

SLIDE EFFECTS

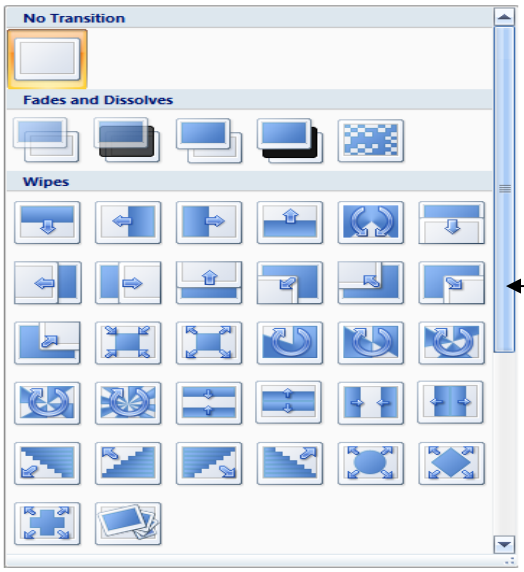
SLIDE TRANSITIONS

A slide transition is a special effect used to introduce a slide during a slide show. For example, a slide can fade on to the screen, can appear from a corner or you can choose to have the slides appear with a random effect. You can select the transitions you want from a comprehensive list, and vary the speed of each.

- Use Help to view the short demo on adding transitions to your slides (see page 12)
- Select the **Animations** tab
- Move the mouse pointer over the transition styles in the **Transition to This Slide** group

Click here to see more transition effects

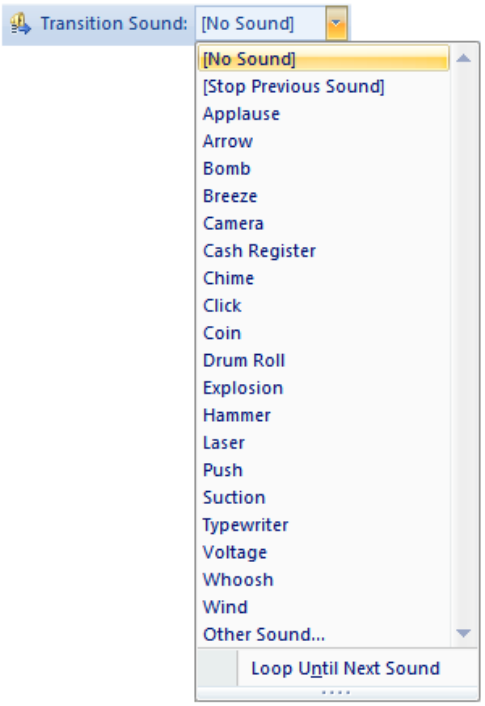
- You will see an example of the effect of the transition on the selected slide
- Click the scroll bar to the right of the transitions to see more effects



- Click the slide to hide the transition dialog box

As well as using a special effect when the slide is displayed you can add a sound. The default is no sound.

- Select slide **2**
- To see what sounds are available, click the down arrow to the right of Transition Sound (No Sound)

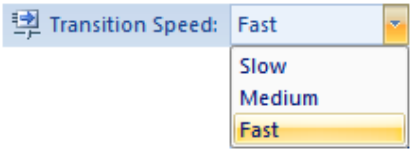


- Choose one of the sounds from the list and it will be added to the slide
- Select the slide containing the picture of the **tiger**
- Add a sound but this time choose **Other Sound…** from the list
- Select **TigerGrowl** from the list of sound files in the PowerPoint folder on drive C
- Run the presentation from the previous slide to hear the effect

Transition Speed

You can vary the speed of the slide as it appears on the screen.

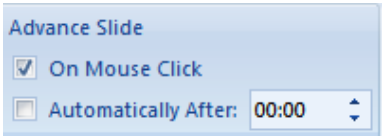
- Click the **Transition Speed** option to see a list of choices



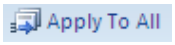
Advancing the slide automatically

Earlier in the exercise you ran the presentation and advanced the slides by either clicking the mouse or pressing the space bar or Enter. In the Advance Slide section of the ribbon you have the opportunity to advance the slide automatically after a set time.

This option is useful if the presentation has been created to run on its own, for example at an open day or exhibition. Use it carefully if you are presenting the information as, if you are interrupted, the presentation may continue before you are ready.



You can use different transitions for each slide but if you wish to keep the presentation in a uniform style click the **Apply to All** button.



- Set the slide to advance automatically after **10 seconds** (00:10)
- Click **Apply to All**
- Run the presentation to test the timing

To ensure future exercises in the course work, disable the automatic timings.

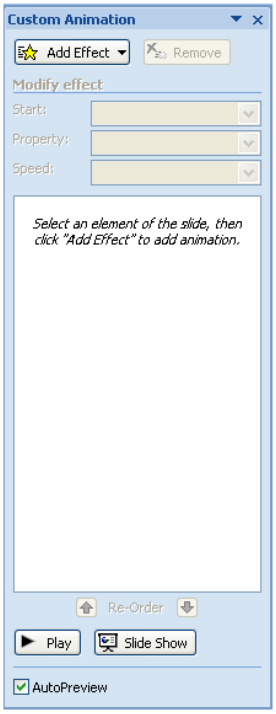
- Deselect the **Use Rehearsed Timings** option in the Set Up group of the Slide Show tab

In addition to using a transition when the slide is displayed you can animate text, graphics, sounds and other objects on your slides so you can focus on important points, control the flow of information, and add interest to your presentation.

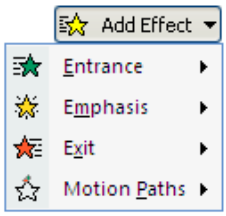
You can have each main bullet point appear independently of others, or you can have each object appear progressively, one after the other.

- Select **slide 1**
- Position the insertion point in the slide title – Endangered Species
- Select the **Animations** tab
- Click **Custom Animation** in the Animations group

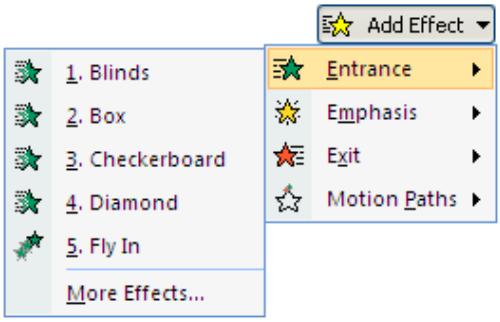
The Custom Animation task pane is displayed.



- Click the **Add Effect** button

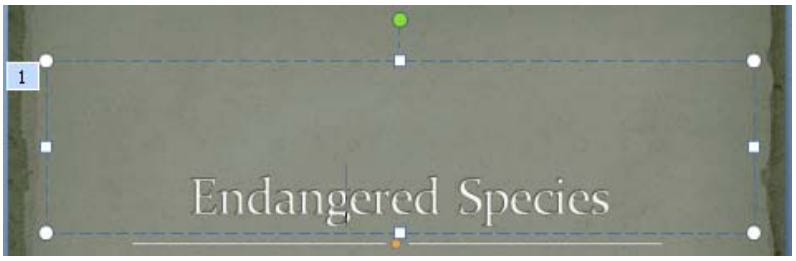


- Choose **Entrance**

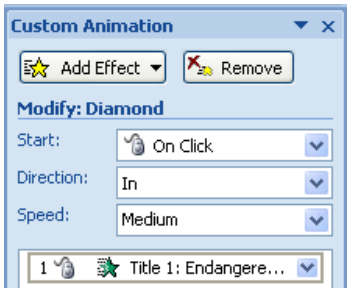


- Choose **Diamond (**you might have to click **More Effects…** to see it**)**

The effect is previewed.



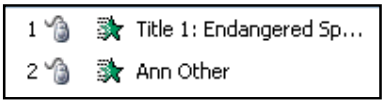
The slide title is numbered 1 – the first effect, and is added to the list of effects in the Custom Animation task pane.



- Add a different entrance effect to your name

See more animations by clicking the **More Effects…** option on the list of entrance effects.

The second effect is added to the list.

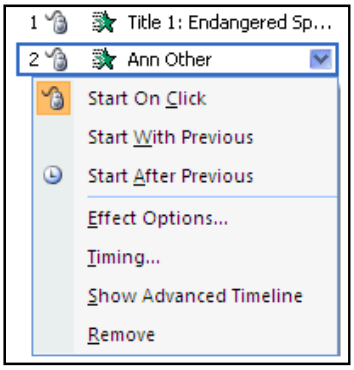


IMPORTANT TO REMEMBER

If you add an effect that you don't want you need to remove it (select the effect in the list and click the remove button) before adding another. If you are not careful you can unintentionally add several effects to one placeholder.

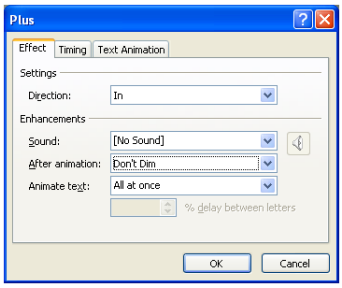
When you have added an effect to one of the placeholders you can modify the way it appears.

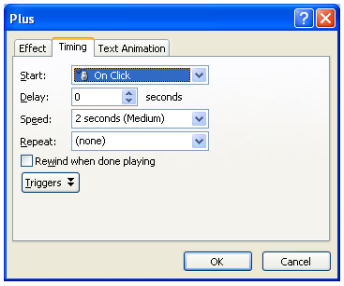
- Click the drop menu for your name

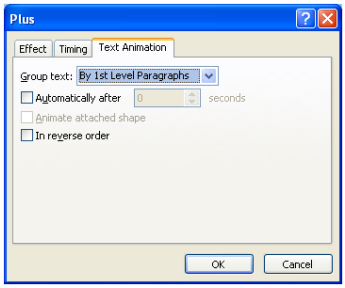


- Choose **Effect Options…**

The relevant effect options dialog box is displayed showing three tabs: Effect, Timing and Text Animation.







- Look at the options and try one or two: for example under the Effect tab animate the text **By letter** instead of All at once
- Click OK to close the Effect Options dialog box
- Select **slide 2**
- Add an entrance effect to the slide title

Animating a bulleted list

You can add an effect to a bulleted list as a group or to the bullets individually.

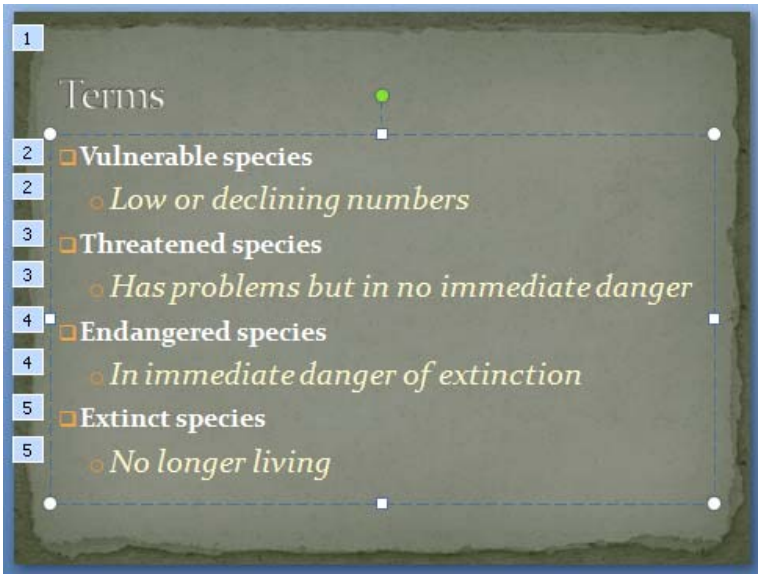
Adding bullets as a group

To apply an effect to the bullets as a **group**:

- Select the **text holder** for the bullets
- Click **Add Effect**
- Entrance
- Choose and apply an effect

The slide effects are shown as a preview.

When the preview has finished the slide is displayed showing numbers listing the order that the bullets on the slide will be presented.



They are also shown in a list in the Custom Animation task pane.

- Click the **Play** button at the bottom of the Custom Animation task pane to see the effect again

Adding bullets as individual lines

Now you will try adding effects to **individual** bullet points.

- Select **Slide 7**
- Click the first bullet symbol to select the first point

- Choose an entrance from the **Custom Animation** list
- Select each of the other main bullets in turn and add an effect

The slide will be numbered in the same way as the one shown at the top of this page.

The slide will preview automatically but the bullets will appear all together. To see the proper effect of the animations you need to see the slide as part of a slide show.

With the slide selected:

- Click the **Slide Show** button on the task bar at the bottom of the screen
- Click the left mouse button to display each of the bullets in turn
- When all of the bullets have been displayed, press **Esc**

Remember that when the custom animation effects have been added to the slide you can modify them individually, for example the speed they appear, using the Effect Options dialog box shown on page 44.

After the animation

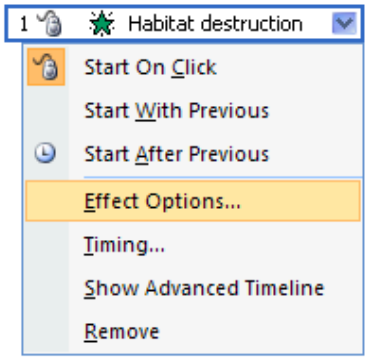
When you are running your presentation you might like to hide the bullets after you have spoken about them. You now have a choice. You can **hide** them when the next bullet appears or add another animation effect to **exit** the text.

To hide a bullet when the next is displayed:

In the Custom Animation task pane:

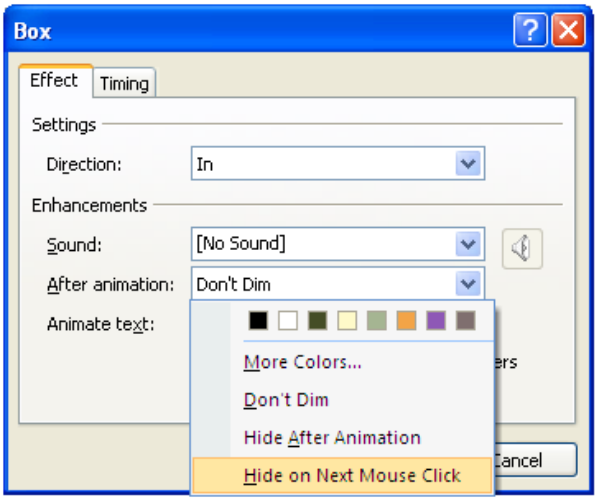
- Select the first animation **Habitat Destruction**

- Click the down arrow to the right



Click

- Choose **Effect Options**



- Click the down arrow to the right of the **After animation** window
- Select **Hide on Next Mouse Click**
- Repeat the process with the line **Over Exploitation**
- Run the slide show to see the effect

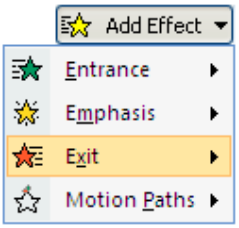
- Add the same effect to bullets 3, 4 and 5

Alternatively you can include an exit effect on the bullets. If you choose to use these effects, take care that they are included in the list in the correct order.

- For this exercise select **slide 8**

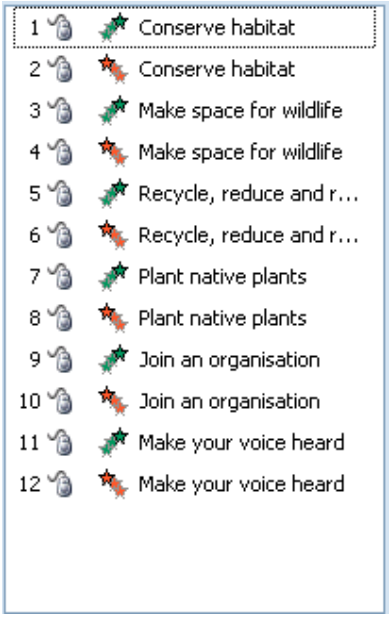
- Add the **Flip entrance** effect to each of the bullets individually

- Select the first bullet point on the slide
- Click the **Add Effect** button
- Choose **Exit**



- Choose an effect to add to the text
- Select each bullet in turn and add an exit effect

The list of effects in the Custom Animation task pane should look something like this:


1 Conserve habitat
2 Conserve habitat
3 Make space for wildlife
4 Make space for wildlife
5 Recycle, reduce and r...
6 Recycle, reduce and r...
7 Plant native plants
8 Plant native plants
9 Join an organisation
10 Join an organisation
11 Make your voice heard
12 Make your voice heard

- Make sure that each effect has an entrance and an exit

- If they are not in the correct running order, rearrange them using the **Re-Order buttons** at the bottom of the task pane

- With the slide selected, view the slide show to see the effect

- Work through the rest of the slides adding Custom Animation effects to text and pictures

- Save the presentation

RUNNING THE SLIDE SHOW

You are now ready to consider how you will present the slide show.

USING THE SLIDE SHOW BUTTON

As you have worked through this document you have tested the slide show using the Slide Show button at the bottom of the screen.

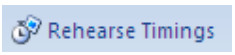
This is the quickest way to launch the slide show but it always starts from the selected slide.

- Click the Slide Show button
- Click the left mouse button to advance through the slide show
- To exit the slide show, press **Esc**

ADDING TIMINGS TO SLIDES

If you intend to present the slide show yourself, you are likely to need to explain and discuss topics as they arise. In this case it is best to advance the slides manually.

You can set the slide show to run automatically by either using the timing option to include a time on the slide transitions (see page 41) or you can use the rehearsal feature and record timings automatically.

- Choose the **Slide Show** tab
- Click the **Rehearse Timings** button 

The first slide of the show is displayed, together with a timer.

The window at the centre of the timer shows the length of time the current slide has been displayed.

Length of time current slide has been displayed

Advance to next slide or bullet

Length of time the slide show has been running

Pause

Start timing on current slide again

When you feel that it is time to proceed to the next bullet point or slide, either:

- Click the left mouse button to advance

or

- Press **Enter**

If the slide contains bullet points, the next bullet point is shown. However, if there are several bullet points on the slide, the time shown reflects the slide time, not the individual bullet points.

The time to the right of the timer shows the total time the slide show has been running.

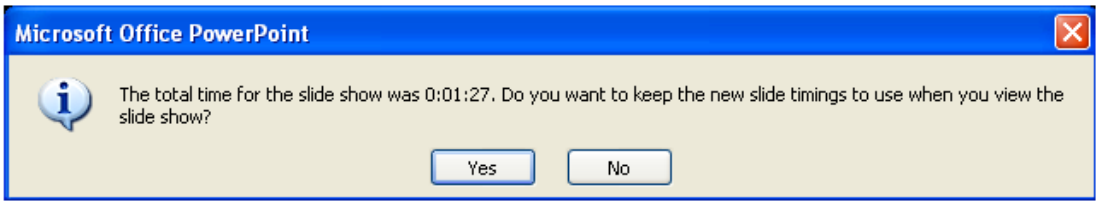
To pause the presentation:

- Click the **Pause** button

If necessary, repeat the timing of the current slide by clicking the **Repeat** button.

- Continue through the slide show adding timings to each slide

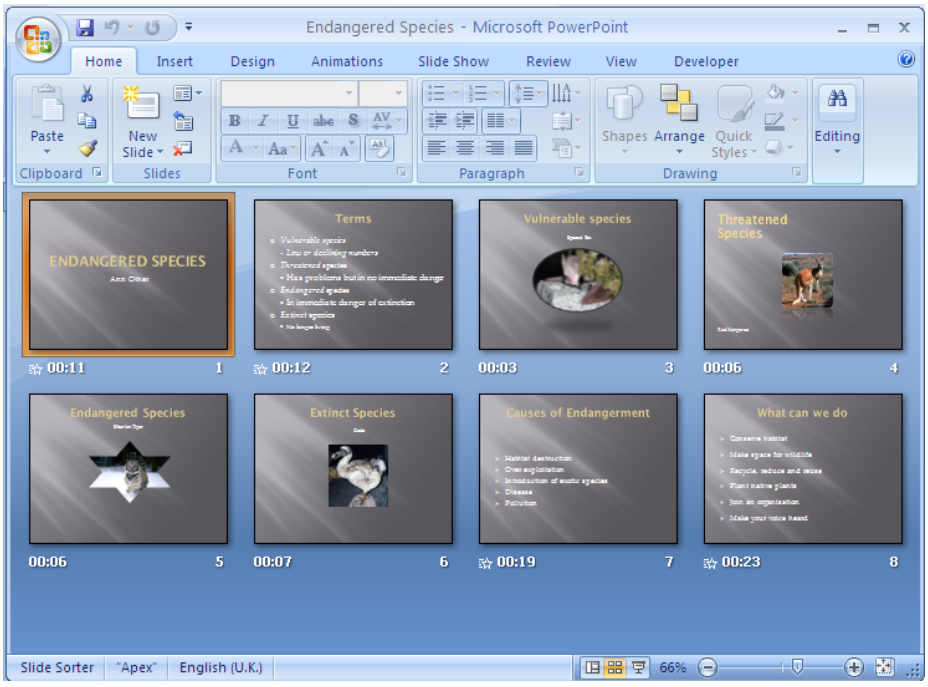
At the end of the slide show, you will be asked if you would like to record the timings to be used when viewing it.


Microsoft Office PowerPoint
The total time for the slide show was 0:01:27. Do you want to keep the new slide timings to use when you view the slide show?
Yes
No

- Click **Yes**

(If you click No, the timings will be deleted and you will need to repeat the process.)

Look at the slides in Slide Sorter View and you will see that the timings are displayed beneath them.



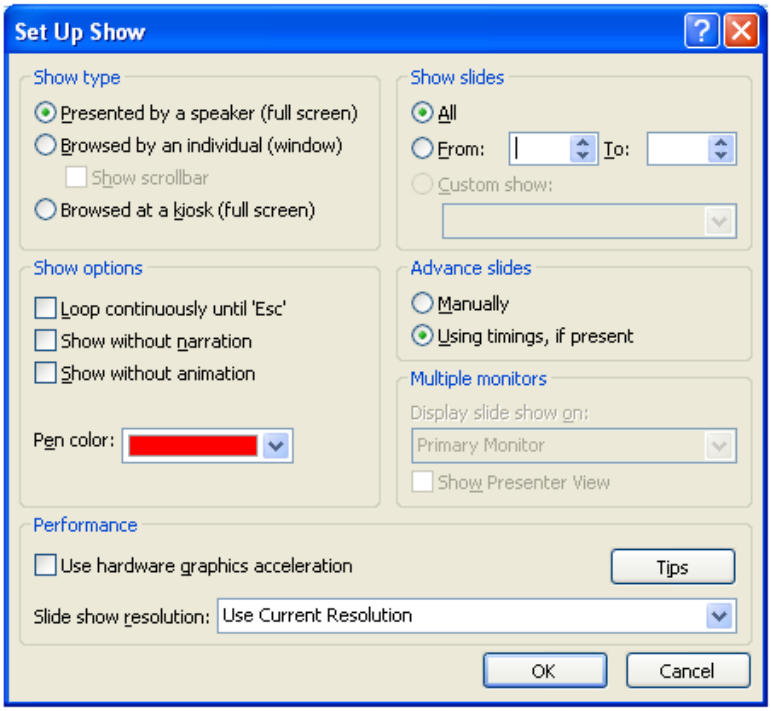
Once the timings have been saved, the only way to change them is to redo the timings for the entire slide show.

SET UP SHOW

Before you run the slide show you should open the Set Up Show dialog box to check the settings. This can be done in advance so that it is ready when the presentation begins.

- Ensure the **Slide Show** tab is selected
- Click the **Set Up Slide Show** button

The Set Up Show dialog box is displayed.



The Show type options are:

- Presented by a speaker – a traditional full screen slide show. You can advance the slides manually, or set automatic timings.
- Browsed by an individual – runs the slide show in a standard window with custom menus and commands enabling an individual to browse your presentation.
- Browsed at a kiosk – runs the slide show full screen as a self-running show that restarts after 5 minutes of inactivity. The audience can advance the slides but cannot modify the presentation.

➢ Ensure that **Presented by a speaker** is selected

You use the **Show slides** section to specify which slides you want to include.

➢ Ensure that **All** is selected

In the **Advance slides** section you can choose to run the slide show using the timings you have set up, or manually. If you choose the latter, you advance them by clicking the mouse.

➢ Ensure that **Using timings** is selected

The **Show options** are:

- Loop continuously until 'Esc' – the slide show plays continuously in a loop until the Esc (Escape) button on the keyboard is pressed to end the show.
- Show without narration – runs the show without the recorded narration being played back. (Check the on-line help for more information on adding narration to your presentation.)
- Show without animation – plays the slide show without any of the animation such as slide transitions, animation schemes etc.

- Ensure that **Loop continuously until 'Esc'** is selected
- Click **OK**
- Select slide 1
- Click the **Slide Show** button

The presentation is displayed, starting from the selected slide, using the timings you have just recorded.

- When you have viewed the presentation, press **Esc**

ACTION BUTTONS

An action button is a ready-made button that you can insert into your presentation and assign an action to.

For example, you could use it to jump to another slide, to the end of the show, to a URL, a Word document, or another presentation.

The button can have two actions associated with it, one started by the mouse moving over the button (mouse over), and the other when the mouse button is clicked (mouse click).

If you are using the button as a link to something else, it may be better to use mouse click rather than mouse over.

- Ensure you are in **Normal** view
- Select slide 2
- Select the placeholder holding the bullet points
- Choose the **Insert** tab
- Click the **Shapes** button in the **Illustrations** group

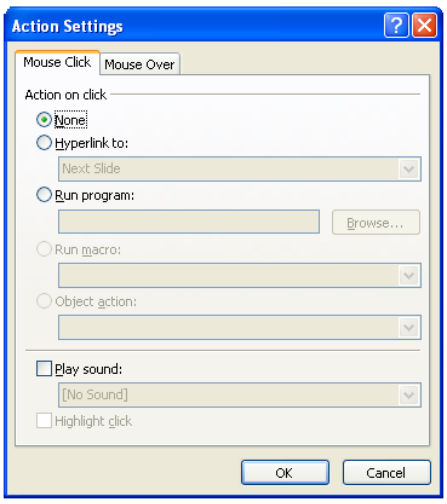
- Scroll to the bottom of the list to see the Action Buttons

- Choose the **Action Button: Forward or Next**

Forward or Next

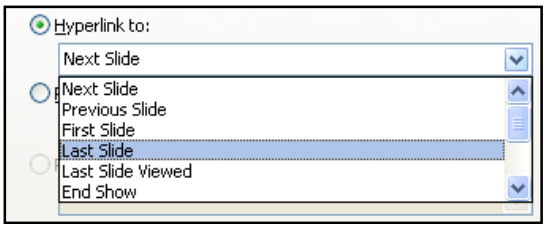
- Move the mouse pointer (now shaped like a +) on to the slide
- Click the mouse to produce a button

The Action Settings dialog box is displayed, giving you the opportunity to specify what the button is to be linked to.



Notice that you need to choose the relevant tab depending on whether you want to use **Mouse Click** or **Mouse Over** to initiate the hypertext link.

- Ensure that the **Mouse Click** tab is on top
- Click the **Hyperlink to** button
- Click on the down arrow at the side of the box
- Choose **Last Slide**



- Click **OK**

- Use the **Slide Show** tab to run the slide show from the beginning

- When Slide 2 is displayed, click the action button to make sure it works

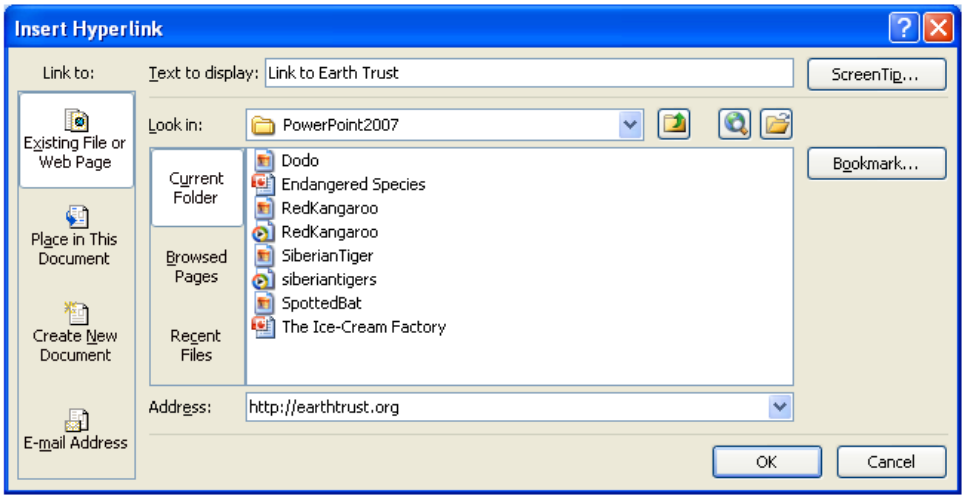
HYPERLINKS

As an alternative to Action Buttons you can include hyperlinks to move quickly to other slides, the Internet, or to a document stored on your computer.

You are going to create a hyperlink to the Internet from Slide 7.

- In **Normal** view select slide 7
- At the bottom of the bulleted list type the text **Link to Earth Trust** to use as a prompt for a hyperlink
- Select the text that you have just typed (Link to Earth Trust)
- Click the **Hyperlink** button in the **Links** group of the **Insert** tab

The Insert Hyperlink dialog box is displayed.



While you can link to a hyperlink using an Action Button, when you use the Insert Hyperlink option you can select text and create a Screen Tip to act as a prompt.

- In the **Address** window type http://earthtrust.org
- Click OK
- Run the slide show and test the hyperlink
- Press **Esc** to end the slide show

HIDE SLIDE

If your presentation is required to last for a specified length of time, you can hide a slide which, if time allows, you can use to expand a point, or if time is short, you can ignore it.

- Select **Slide Sorter** view
- Select slide 2
- Select the **Slide Show** tab
- Click the **Hide Slide** button in the **Setup** group

The slide number is displayed crossed through like this

- Run the slide show from the beginning to see the effect

You are now going to run the slide show again, but this time showing the hidden slide.

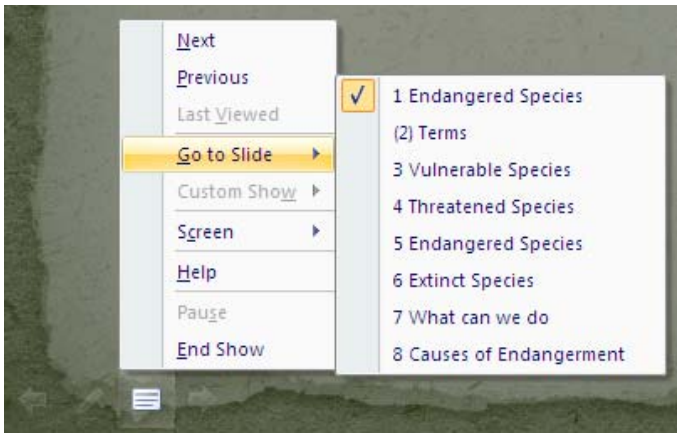
This will be easier if you set the slide show to advance manually rather than automatically.

- Choose the **Slide Show** tab
- Click the **Set Up Slide Show** button in the **Set Up** group
- In the **Advance Slides section** select **Manually**
- Click **OK**
- Start the slide show again from slide 1
- Click the left mouse button to display the presentation title and your name
- Move the mouse pointer over the lower left corner of the slide and four buttons are displayed (faintly)

Back Forward

Pen Navigation

- Click the **Navigation** option



- Choose **Go to Slide**
- (2) Terms

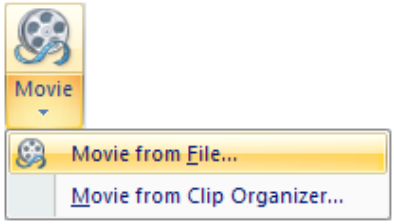
The second slide is displayed.

- Press **Esc** to stop the presentation
- To unhide slide 2 – right click the thumbnail and choose **Hide Slide**

ADDING A MOVIE TO A SLIDE

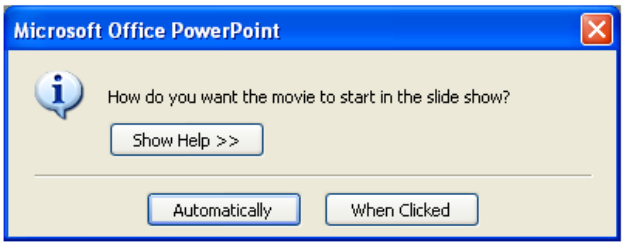
Depending on the subject matter of your presentation, adding a short movie clip could enhance its impact.

- Ensure you are in **Normal** view
- Choose slide 4
- Select the **Insert** tab
- Click the bottom of the **Movie** button in the Media Clips group
- Select Movie from File



- Choose **RedKangaroo** from the **PowerPoint2007** folder on drive C
- Click **OK**

As the video clip inserted into the slide a dialog box is displayed to ask how you want the clip to start.



- Choose **When Clicked**
- Rearrange the picture and the movie on the slide so that they are side by side
- View the slide using the **Slide Show** button
- Press **Esc** to stop the show

On your own:

- Insert the movie named **siberiantigers** into slide **5**
- Start the movie **Automatically** as the slide appears on the screen
- Rearrange the movie and the image so that they fit on to the slide
- Run the presentation to check that the movie works

SMARTART

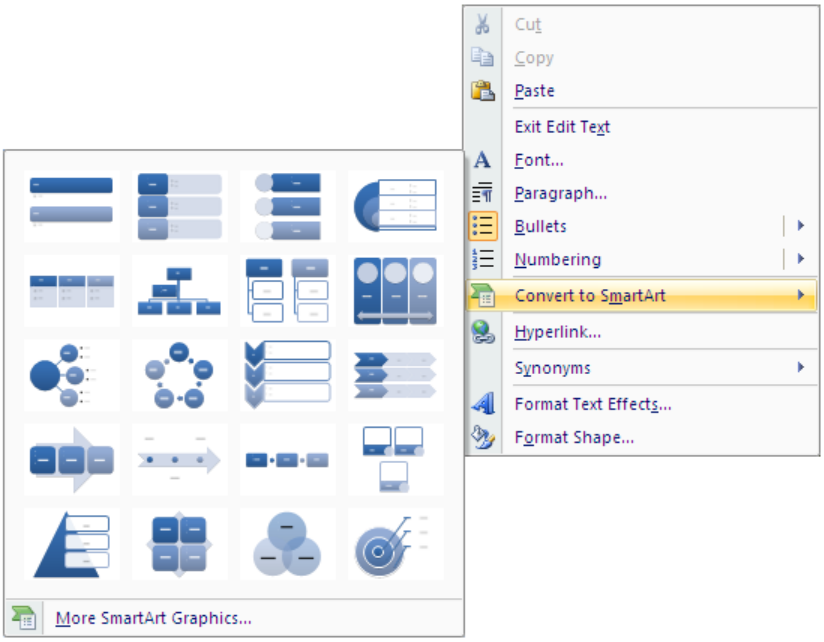
When you include a list of points in your presentation you might like to make them more interesting by using SmartArt.

CONVERTING EXISTING TEXT TO SMARTART

- Select slide 2
- Delete the Action Button

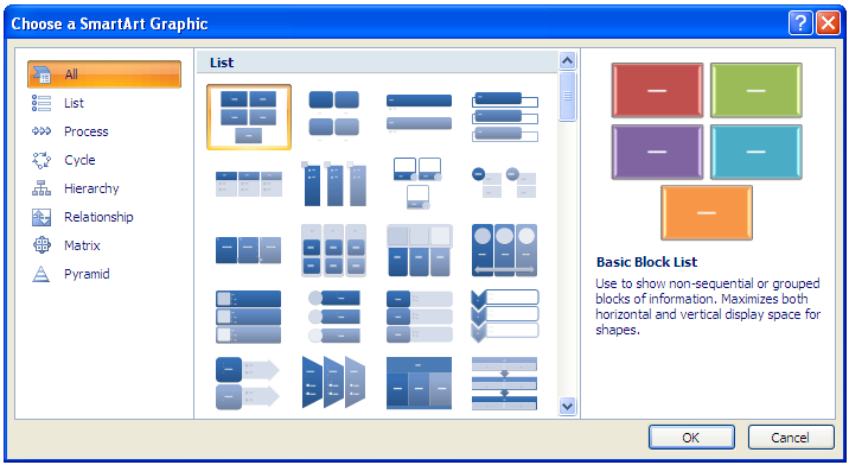
With the insertion point in the bulleted list:

- Click the right mouse button
- From the shortcut menu choose Convert to SmartArt

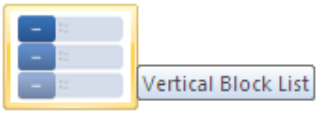


A list of examples is displayed.

- Click **More SmartArt Graphics** at the bottom of the example window

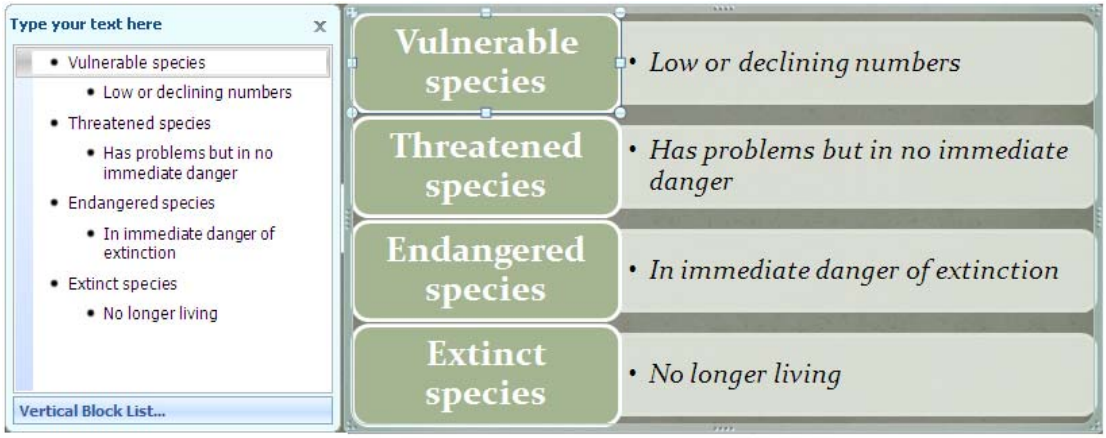


- Scroll down the examples to see what else is available
- Scroll back to the top and choose the **Vertical Block List** in the third column of the fourth row



- Click **OK**

text pane



Text can be entered or edited using the text pane or the bulleted list.

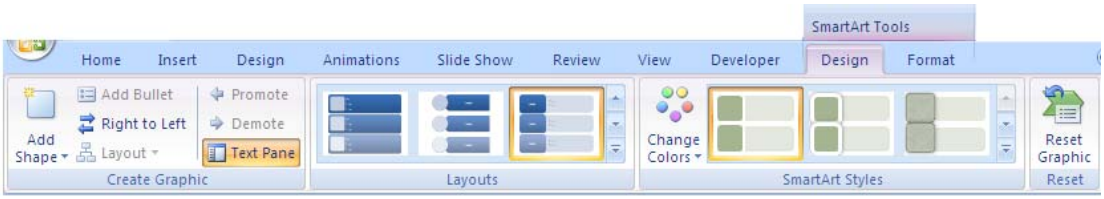
- Close the text pane by clicking the cross at the top right

The text pane can be opened by clicking the control at the centre on the left of the slide.

Alternatively, click the Text Pane button on the ribbon.

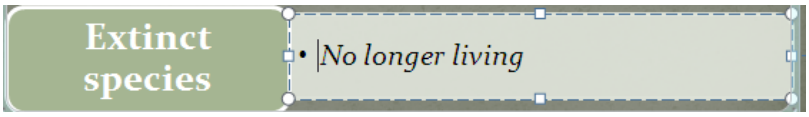
- Once the text pane is open, click away from the bulleted list and it is hidden
- Click on the list and the text pane is displayed again

When you select the SmartArt graphic, the SmartArt Tools contextual tab is displayed showing the Design and Format tabs.

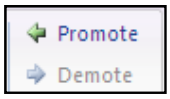


To add another point to the list, promote the level of the bullet. Try this now by using the existing text to create another point at the bottom of the list.

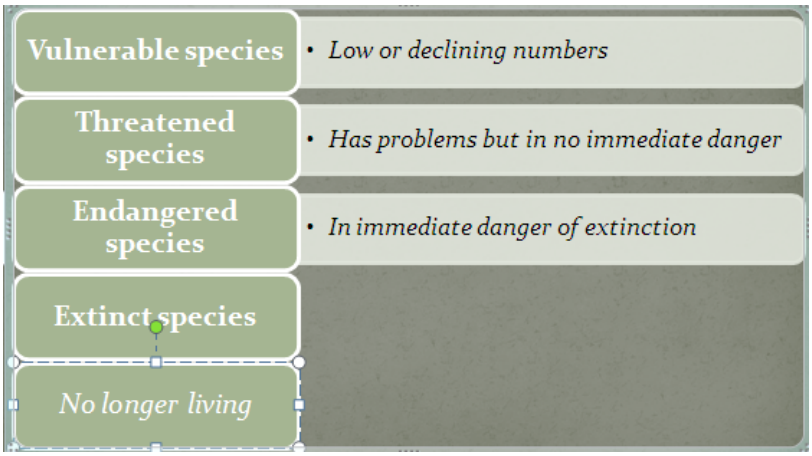
- Position the insertion point at the beginning of the text **'No longer living'**



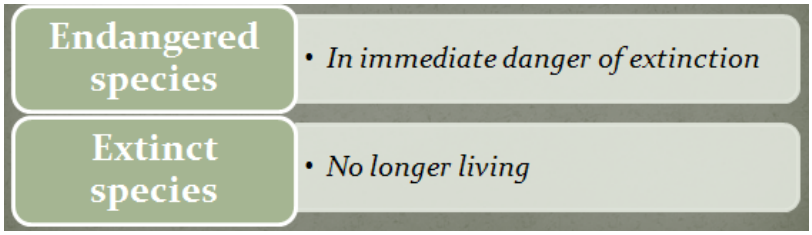
- Select the Design tab (part of the SmartArt contextual tab options)
- Click the Promote option in the Create Graphic group



The text 'No longer living' becomes a fifth point in the list.



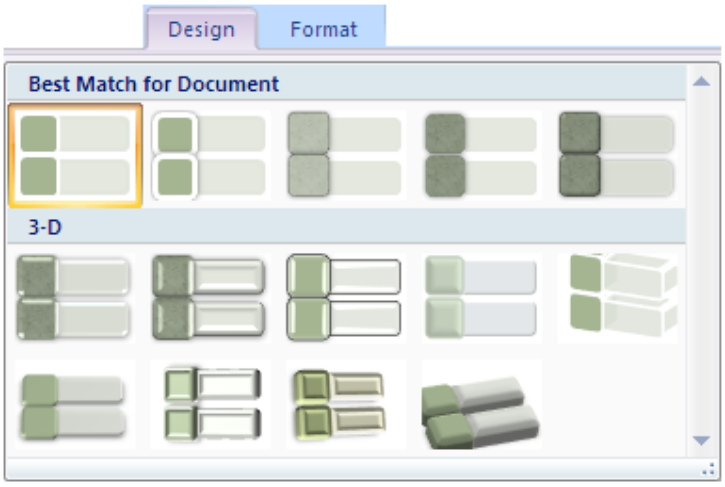
- Return the slide to its former state by **demoting** the level of the final point



➢ Ensure the **Design** tab is still selected

More

➢ Click the More button in the SmartArt Styles group

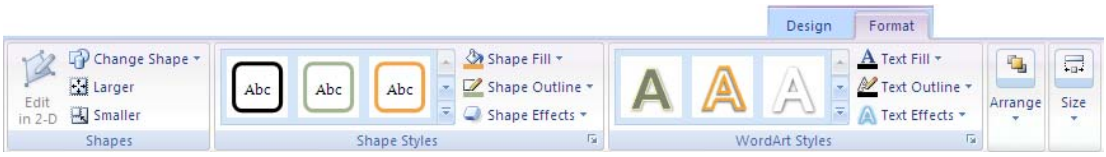


A collection of alternative styles is displayed.

➢ Hover the mouse pointer over the styles and your SmartArt graphic will change so that you can preview the difference

➢ Choose a different style for the SmartArt on the slide

➢ Select the Format tab

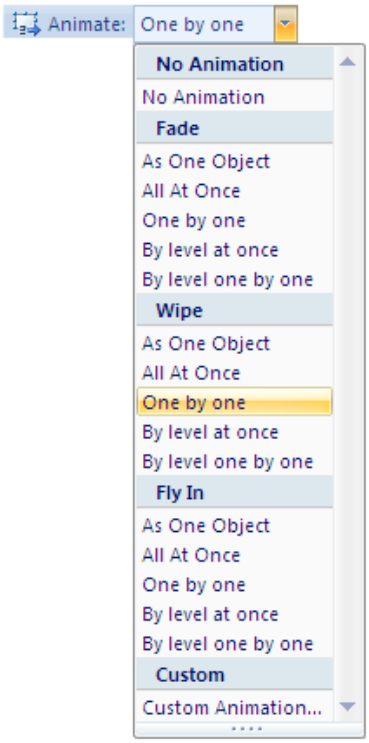


- Experiment with the options on the Design and Format tabs to change the look of the slide

ADDING ANIMATION TO SMARTART

Add a little extra interest to the SmartArt by including an animation that will 'build' the chart one piece at a time.

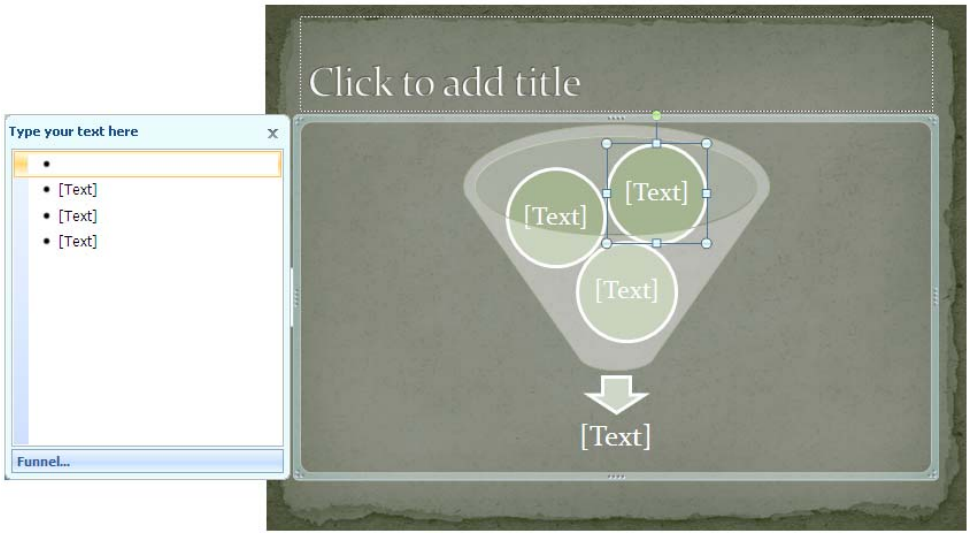
- Ensure all parts of the SmartArt graphic are included by clicking on the border around its edge
- Select the Animations tab
- Click the down arrow to the right of the Animate option in the Animations group
- Hover the mouse pointer over the **One by one** option on the menu to preview the effect



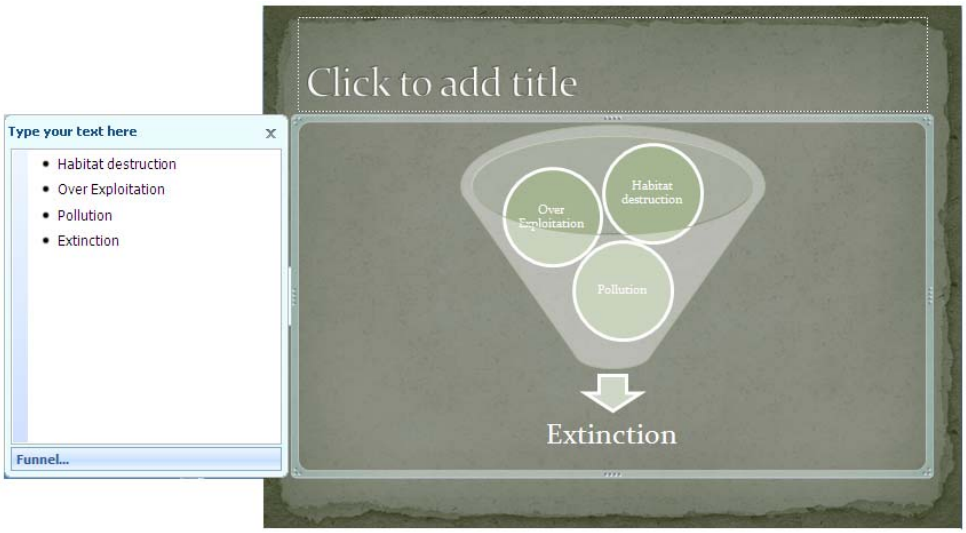
- Click the **One by one** effect to select it
- Use the **Slide Show** button to **preview** the slide, clicking the left mouse button to advance the points

- Add a new slide to the end of the presentation
- Choose the Insert tab
- Click SmartArt in the Illustrations group
- Select the **Process** group
- Scroll down the list and choose **Funnel**

- Click **OK**



- Enter the following list of points:
  - **Habitat destruction**
  - **Over exploitation**
  - **Pollution**
  - **Extinction**



- Try one or two of the other SmartArt Styles on the slide
- Save the presentation

NOTES PAGES

THE NOTES PANE

You can create notes pages as notes to yourself while giving your presentation, or print them as handouts for your audience. The notes pane is not displayed during the slide show, but you have the option to choose whether to include the notes when the slides are printed.

Use the Notes pane in the Normal View to type notes about each slide in the presentation.

- Select slide **1**

Notes pane

If you cannot see the Notes pane, point to the bottom of the slide window and drag the window up to reveal it.

- Increase the size of the Notes pane by dragging the pane border up towards the slide

- Click into the Notes pane and type the following:

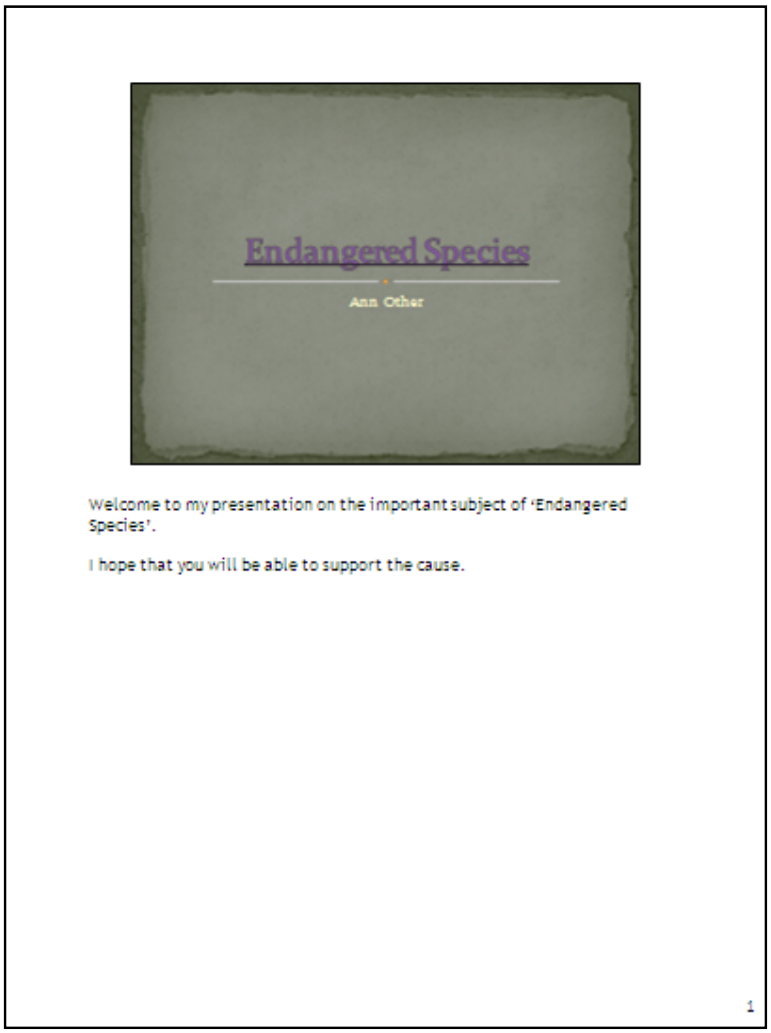
  Welcome to my presentation on the important subject of 'Endangered Species'.

  I hope that you will be able to support the cause.

- Change the font to **Trebuchet 12 pt**

To preview the Notes Page:

- Select the **View** tab
- Click the **Notes Page** button in the **Presentation View** group


Endangered Species
Ann Other
Welcome to my presentation on the important subject of 'Endangered Species'.
I hope that you will be able to support the cause.
1

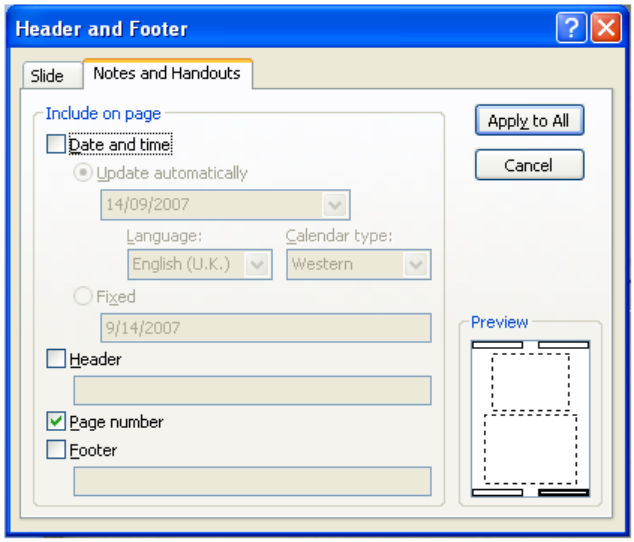
You can add charts, pictures, tables or other illustrations to a slide while in Notes Page view. However, they will not be visible when the slide show is run or the slides are printed.

- Click **Normal**

HEADERS AND FOOTERS ON NOTES AND HANDOUTS

Headers and footers can be included in slides and/or notes pages.

- Choose the **Insert** tab
- Click the **Header & Footer** option in the **Text** group
- Notice that there are two tabs in the dialog box, one for slides and one for notes and handouts.
- Ensure the **Notes and Handouts** tab is selected



You can see that there are a number of options available which you can select for inclusion in notes and handouts.

Date and Time

Update the date automatically

This is a useful option if you intend to use the presentation several times. Remember though, that the date is updated when you load the file into your computer and print it, not the day you intend to present it.

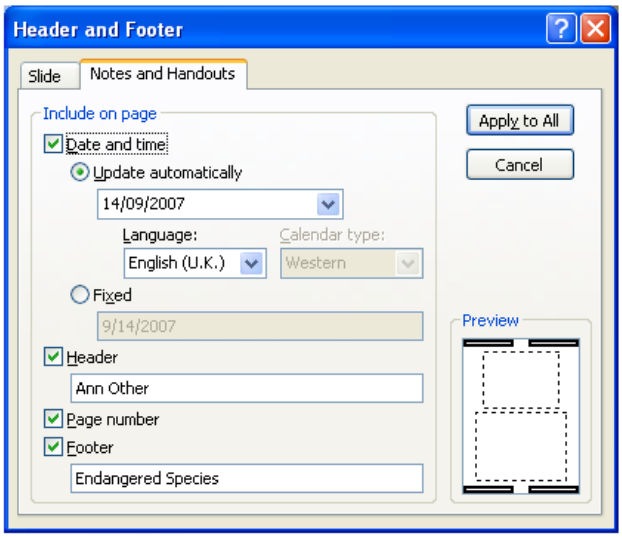
Bear in mind that if you intend to use copies of the same handouts for several presentations, when lecturing for example, you might not want to include a date at all as it would mean reprinting the handout before each lecture.

Fixed date

If you want the date on the notes pages and handouts to represent a specific day, use this option.

If you want a Page number on your Handouts or Speaker notes (sometimes handy for you or the audience to be able to follow/organise), ensure that the Page number check box is ticked.

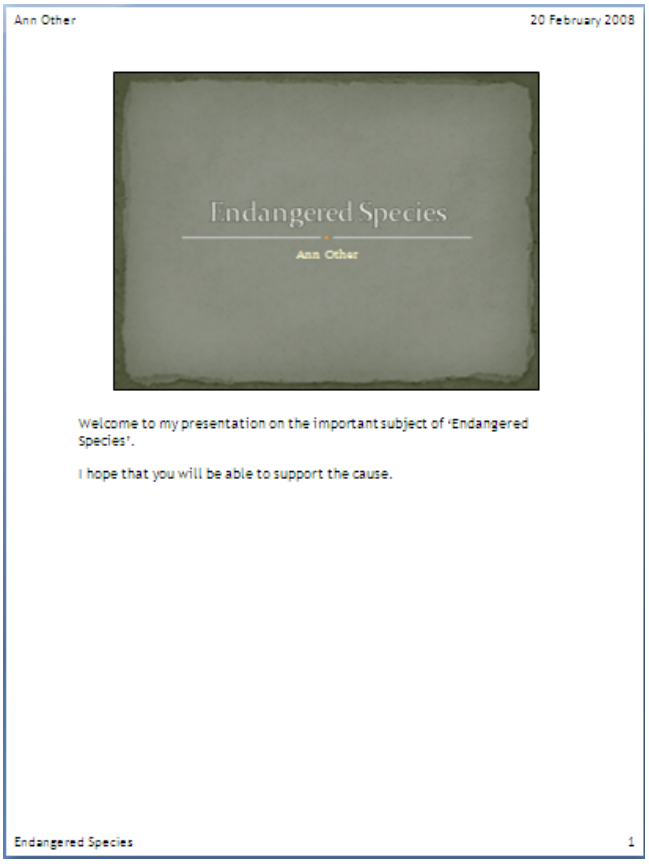
- Click Header and enter your name
- Click Footer and type **Endangered Species**
- Click Date and Time and insert a date that is updated automatically
- Ensure that the date is in the correct format by choosing English (U.K.) as the language



- Click **Apply to All**

To see the header and footer:

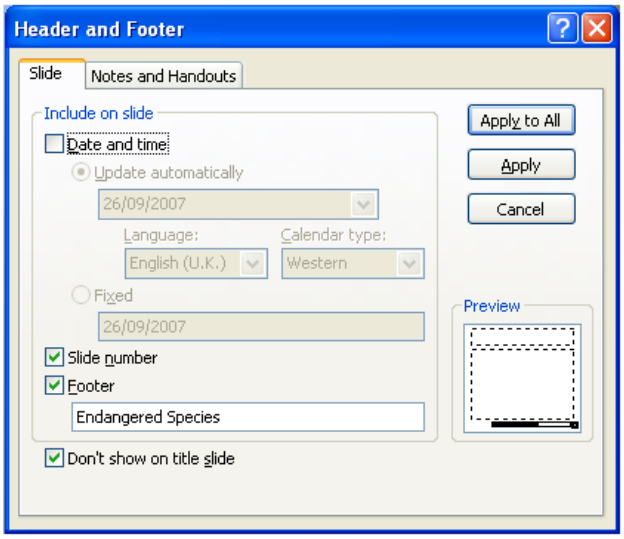
- Select the **View** tab
- Click **Notes Page**


Ann Other
20 February 2008
Endangered Species
Ann Other
Welcome to my presentation on the important subject of 'Endangered Species'.
I hope that you will be able to support the cause.
Endangered Species
1

Return to the editing screen by clicking the **Normal** button

- Save the presentation

- Choose the **Insert** tab
- Click the **Header & Footer** option in the **Text** group
- Ensure the **Slide** tab is selected in the dialog box
- Select **Slide number**
- Select **Footer** (add the text **Endangered Species**)
- Choose the option **Don't show on title slide**



- Click **Apply to All**
- Run the slideshow to check that the information has been added to the slides

TABLES

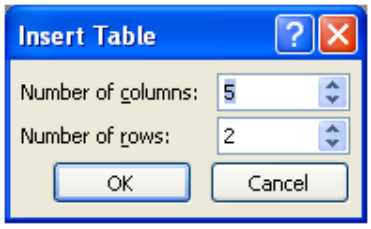
A table is a useful tool that can be used for presenting information in either a grid format or, if the lines are hidden, as a place-holder for text and pictures to achieve a more complex layout on the slide.

- Add a new slide at the end of the presentation
- Add the heading **The size of big cats**

As the default slide layout is Title and Content you are ready to insert the table.

- Click the **Insert Table** option in centre of the slide

The Insert Table dialog box is displayed.



- Select **3** columns and **7** rows
- Click **OK**

A table is displayed on the slide.

The table has been formatted to match the other slides.

- Type the following into the table:

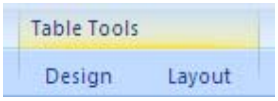
Type of cat	Weight (lbs)	Approximate length (feet)
Siberian Tiger	Up to 700	10+
Indonesian or Bali Tiger	Up to 200	Up to 7
Cougar	75-250	5 - 9
Leopard	250-400	Up to 7
Ocelot	17-24	4 - 5.5
Lion	Up to 550	Up to 8

(Taken from: http://www.bigcatrescue.org/catfacts/catfacts.htm)

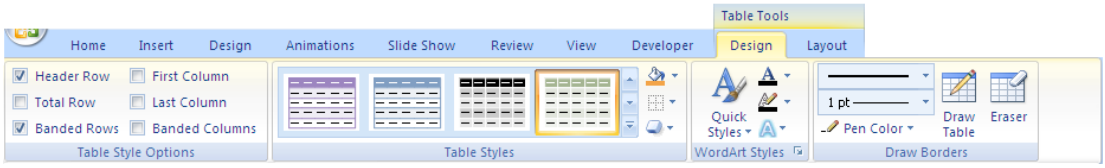
- Centre the column headings
- Ensure that all the text is displayed on a single line in each cell by changing the column widths if necessary

- Save the presentation

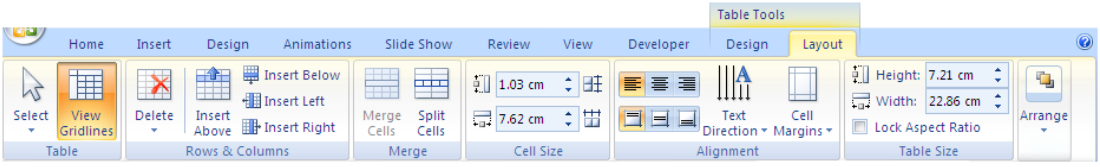
When the table is selected the Table Tools contextual tab is displayed.



- Click the **Design** tab



- Move the mouse pointer over the **Table Styles** and see an example of each as the format of your table automatically changes
- Use the **More button** to the right of the Table Styles group to see more styles
- Select a different style
- Try using the **tick boxes** in the **Table Style Options** group to see the difference they make to the design
- Click the **Layout tab** to see further tools and options that you could use to format the table

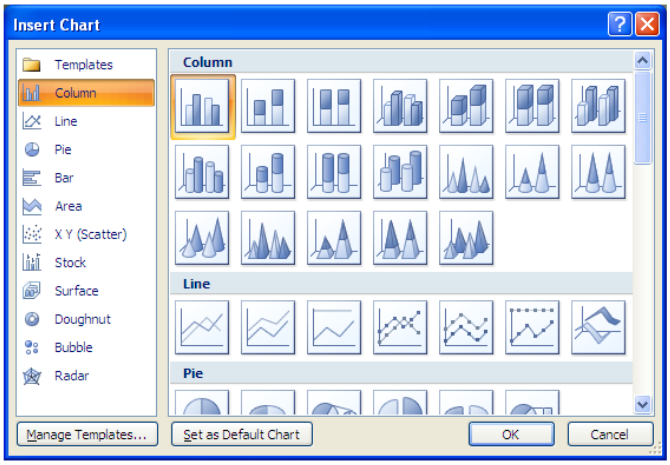


CHARTS

- Insert a new slide at the end of the presentation
- Click the **Insert Chart** option in the centre of the slide

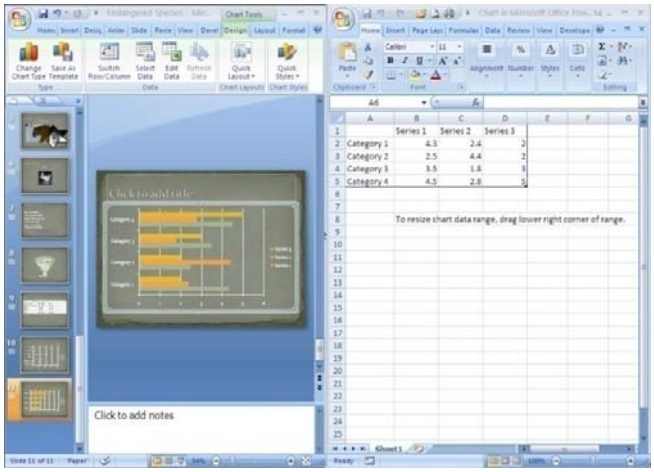
Insert Chart

The Insert Chart dialog box opens.



The types of chart are listed in the left hand column.

- Select **Bar**
- Click **OK** to select the default Bar Chart offered



You can see that the screen has split into two panes showing a default chart on the left and related data in an Excel worksheet on the right.

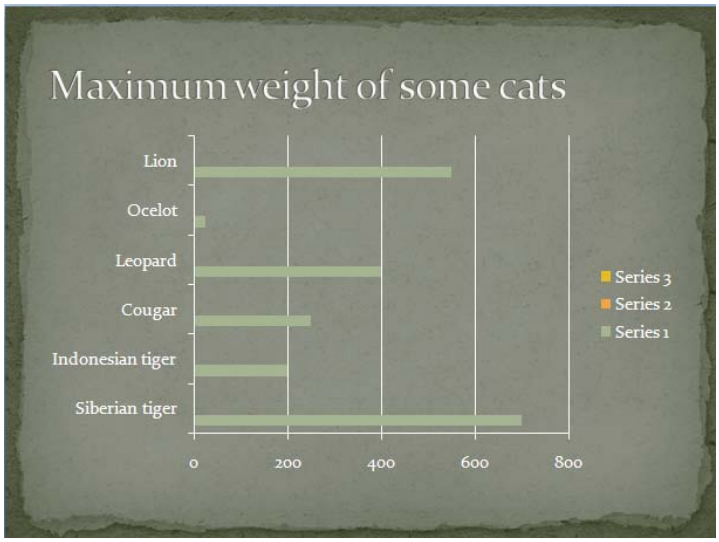
- Enter the following data into cells **A2:B7**

Lion	550
Ocelot	24
Leopard	400
Cougar	250
Indonesian tiger	200
Siberian tiger	700

- Delete the data in cells **C2:D5**

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Lion	550		
3	Ocelot	24		
4	Leopard	400		
5	Cougar	250		
6	Indonesian tiger	200		
7	Siberian tiger	700		

- Notice that the chart in the left window has changed to match the data
- Click into the chart and add the slide title **Maximum weight of some cats**



Series legend

- Close Excel (the right window) and the slide expands to fit the screen

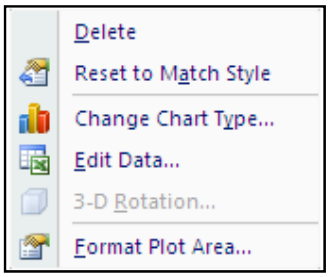
The Series Legend is not needed on this chart:

- Select the **Series Legend** and press **Delete**

Alternatively to edit the layout of the chart, with the chart selected, choose the Layout tab which is part of the Chart Tools contextual group of tabs.

To edit the chart data:

- Select the chart
- Press the right mouse button to display the shortcut menu



- Choose **Edit Data...**

The screen splits into two again and displays the data used to create the chart.

- Make any changes to the data
- Close the Excel window

ADDING ANIMATION TO A CHART

Adding animation to the chart gives you time to speak about each part before displaying the next.

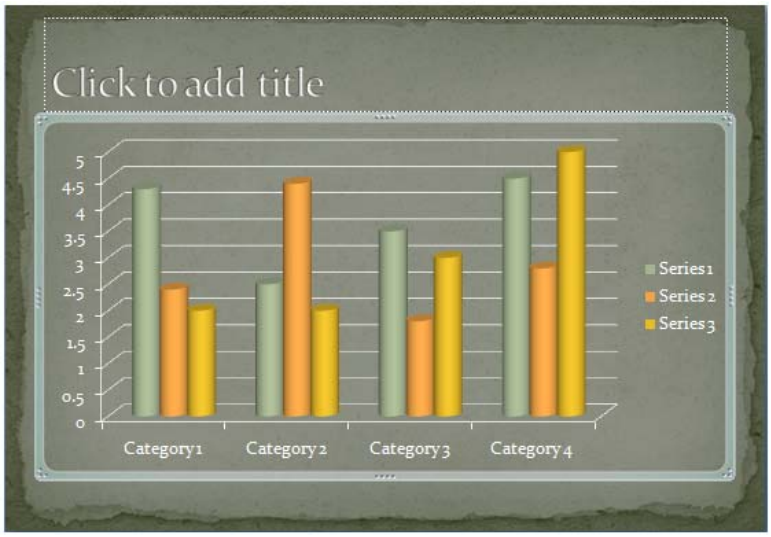
- Select the chart
- Select the **Animations** tab
- Click the drop arrow next to the **Animate** option in the Animations group

- Choose **By Category** in the **Fade** section of the list

- Click the **Slide Show** button to see the effect
- Click the left mouse button to display each bar on the chart

This effect is particularly good if you have a chart that displays a comparison between several items.

- Add a new slide at the end of the presentation
- Create a **Clustered Cylinder** chart using the data supplied with the chart



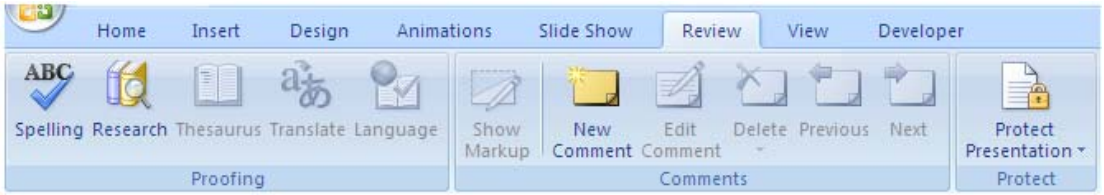
- Add an animation to the chart but this time choose to animate **By Series**
- Click the **Slide Show** button
- Press the left mouse button to display each series in turn
- Delete the last slide

SPELLING CHECKER

When you create a presentation it is wise to check the spelling before showing it.

Although the spelling checker provided with PowerPoint is a useful tool, remember that it is not foolproof. Occasionally it will pick up words that are not necessarily misspelled, and it will not flag up words which may have been mistyped, for example "contact" instead of "contract".

- Click the **Review** tab



- Click **Spelling** in the Proofing group

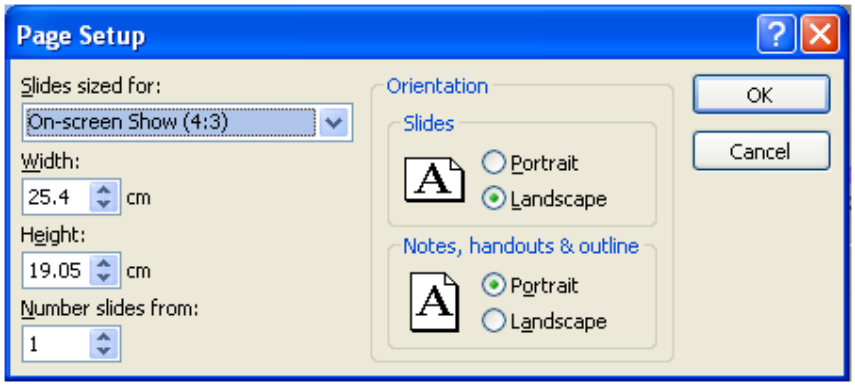
PRINTING

You can print your presentation in several formats.

PAGE SETUP

- Select the **Design** tab
- Choose **Page Setup** in the Page Setup group

The Page Setup dialog box is displayed.



- As you are going to print handouts, use the drop arrow on the **Slides sized for** window and choose **A4 paper**

If you are creating transparencies for an overhead projector choose **Overhead** from the drop list.

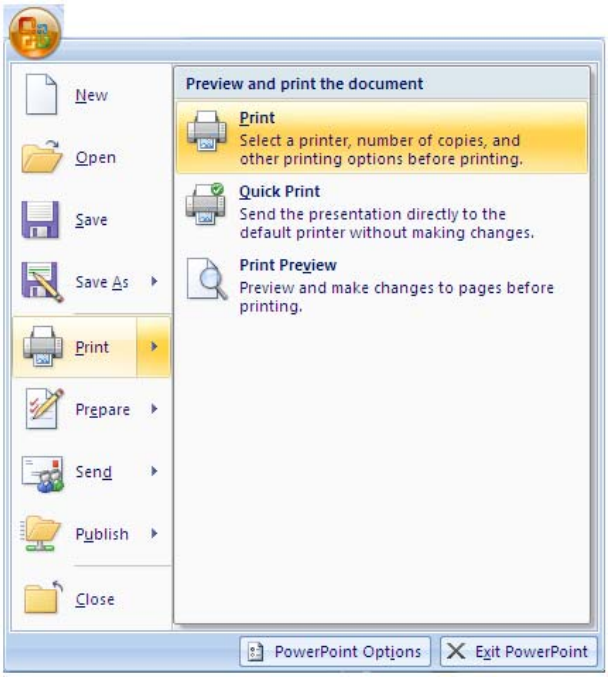
Remember to load transparencies into the printer.

Ensure that you use transparencies recommended for use in laser printers. Check the user's manual for your printer to make certain that you are using suitable media.

- Click **OK**

You can print handouts with multiple slides on a page.

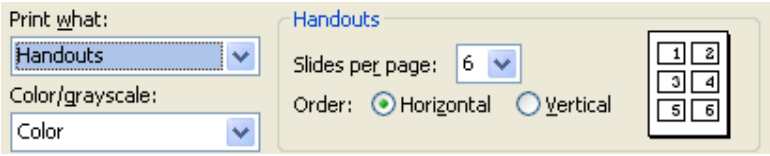
- Click the **Office Button**
- Choose **Print**



- Choose **Print** again

The Print dialog box is displayed.

- Click the drop arrow in the **Print what** section and select **Handouts**
- In the **Handouts** section, select how many slides you want to be printed per page

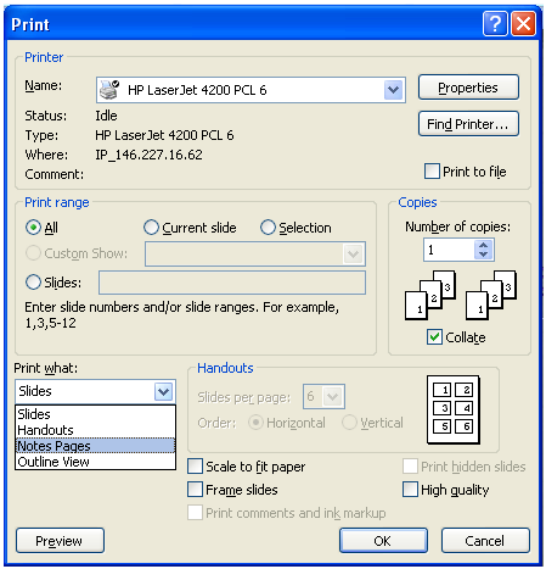


If you choose 3 slides per page, a lined notes area is provided for your audience to make their own notes.

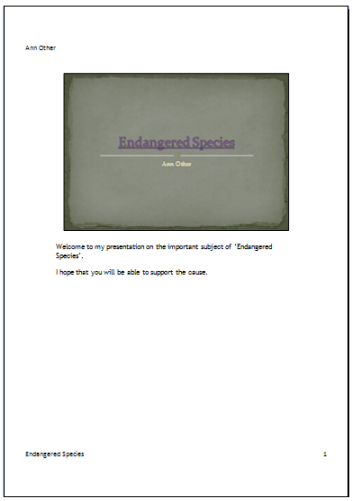
- Click **OK**

The presentation is printed.

- Use the **Office Button** to display the Print dialog box



- Click the drop arrow in the **Print what** section and select **Notes Pages**
- Click **Preview**


Ann Other
Endangered Species
Ann Other
Welcome to my presentation on the important subject of 'Endangered Species'.
I hope that you will be able to support the cause.
Endangered Species
1

- Click Close Print Preview on the ribbon
- Save the presentation

Close the presentation:

- Click the **Office button**
- Choose **Close**

THE SLIDE MASTER

When you are creating a presentation, it is important that its design makes a good impression on your audience. Ideally you should settle on a particular style and follow it through on each of the slides.

PowerPoint offers you a number of ways to control the appearance of your slides: templates, themes and masters. Although there are three types of master – Slide Master, Handout Master, and Notes Master, we will investigate only the Slide Master.

To open a new presentation:

- Click the **Office** button
- New
- Select **Blank Presentation**
- Click **Create**
- Select the **View tab**
- Click the **Slide Master** option in the **Presentation Views** group

The Slide Master view is displayed.

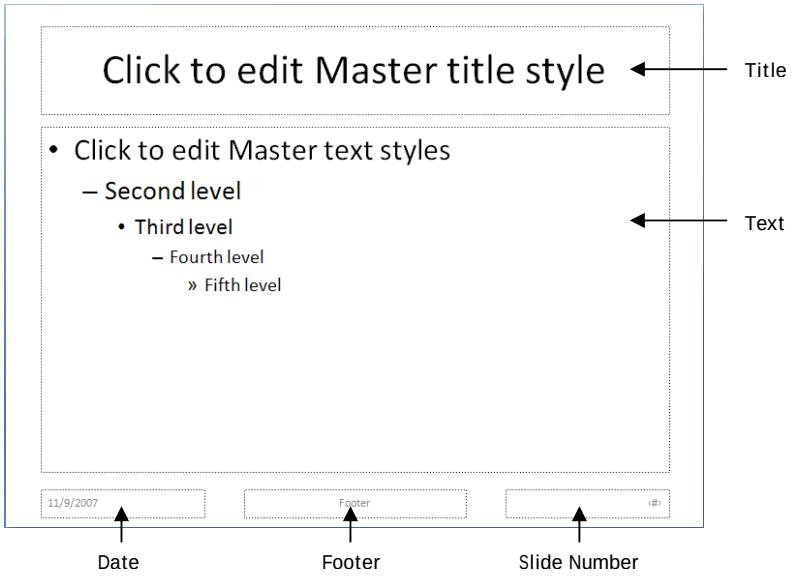
Slide Master

Placeholders

Subordinate layout masters

The slide at the top of the list is the Slide Master (numbered 1). The slides listed below it are subordinate masters, one for each style of layout.

The Slide Master includes five preset placeholders: Title, Text, Date, Slide Number, and Footer.



When you open a new presentation, you see the title and text placeholders immediately, but the date, footer and slide numbers are seen only when you choose to add text to them using the Header and Footer option.

You can change the appearance of the Master Slide by formatting or moving a placeholder, even removing it altogether if you like. When you make changes they are filtered down to the other layouts.

When you apply a theme to your presentation, the Master Slide is automatically updated to include it and this is cascaded down to the other slide layouts. You can make changes to the theme in the Slide Master and again the other slide layouts will be updated.

- Click the **Close Master View** button to the right of the ribbon
- Apply a **Theme** to the presentation
- View the **Slide Master** again to see that all of the slide layouts have updated to show the theme

With the Slide Master displayed:

- Use the options in the **Edit Theme** group to change the theme slightly

As you select the changes you will see that the subordinate layout slides change too.

Depending on your presentation, you may want to use more than one theme for the slides. Up to now each time you have made a change to the theme all of the slides have changed. If you want to use a second theme for your slides, you need to make a second Slide Master.

With the Slide Master displayed:

- Click the **Slide Master** tab
- Click the **Insert Slide Master** in the **Edit Master** group

A new Slide Master (numbered 2) and subordinate masters are added to the list of slides.

- Notice that Slide Master 2 has a check mark below the master number

Preserved check mark

The check mark indicates that this Slide Master is *preserved*.

A Slide Master is transient and will be removed from the list of choices unless you have used it in your presentation. As you created the second Slide Master yourself, it is automatically preserved so that it cannot disappear from the list of layouts.

If you want to ensure the default Slide Master is not lost, you can preserve it too. To preserve the original Slide Master:

- Scroll up to the top of the list of slides
- Select the original Slide Master
- Click the **Preserve** button in the **Edit Master** group

A check mark is now displayed beside Slide Master 1.

While the Slide Master is preserved, you can, in Normal view, modify the colours, fonts and effects in a theme. You can't change the complete theme unless you take the preservation status off.

- Select Slide Master 2

Prepare the slide to be edited by removing the preservation status of the slide.

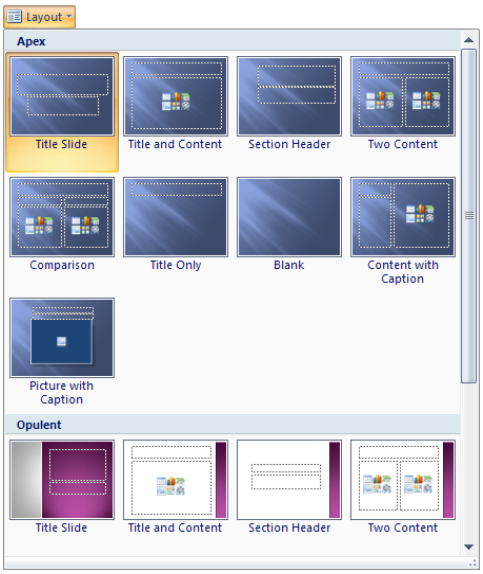
- Click the **Preserve** button in the Edit Master group

As you have not applied this Slide Master to a slide in your presentation, when you remove the preservation PowerPoint asks if you would like to delete this set of masters.

- Click **No**
- Add a theme to the slides
- Preserve the Slide Master
- Close the Master View

To select a Slide Master to apply to a slide:

- Click the **Home** tab
- Choose **Layout** in the **Slides** group



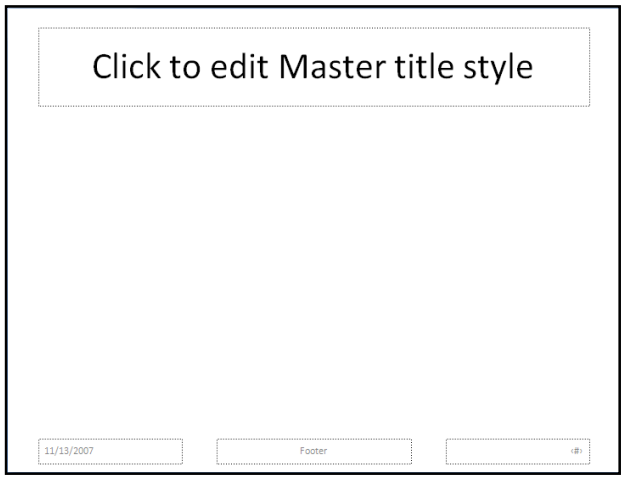
You see the slide layouts for each of the themes that you have chosen for your presentation.

- Click the theme and slide layout that you want to use for the selected slide

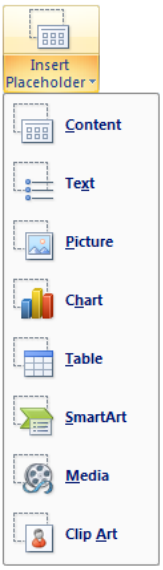
Apart from modifying the existing slide layouts you can create a new one of your own design so that it is available each time you create a presentation.

- Display the Slide Master
- You are going to add your layout at the end of those displayed so select the **last slide** in the list
- Click the **Insert Layout** option in the **Edit Master** group

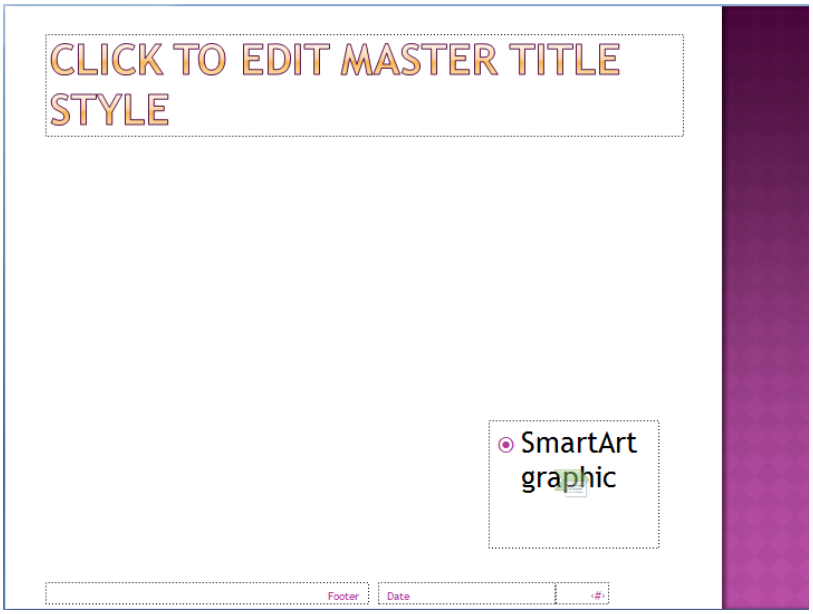
A new slide is added to the list ready for you to select the components that you want to include in the new layout



- Click the bottom half of the **Insert Placeholder** button in the **Master Layout** group

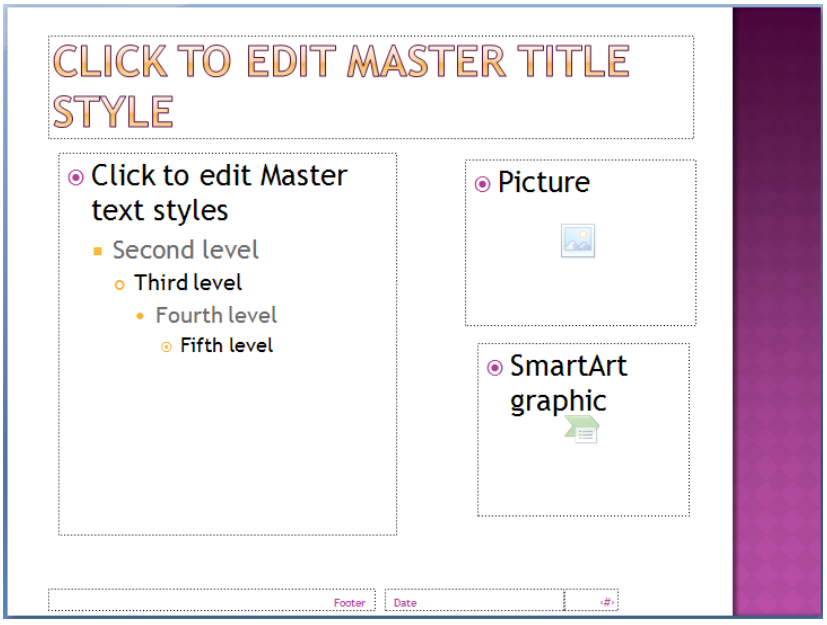


- Select the **SmartArt** placeholder and position it on the bottom right of the slide



- Add a **Picture** placeholder below the Title placeholder on the right
- Add a **Text** placeholder below the Title placeholder on the left

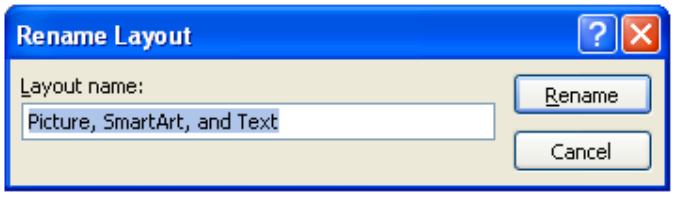
Your Slide Master should look similar to the one below.



- Click the **Rename** option in the **Edit Master** group

By default the new layout will be called Custom Layout so you need to change the name to something more meaningful.

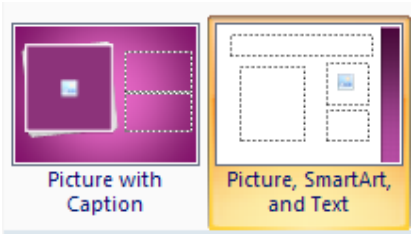
- Insert a suitable name for the new layout



- Click the **Rename** button
- Close the **Master View**

Check that the layout is ready for use:

- Click the **Layout** option in the Slide group
- Scroll to the bottom of the list to see your slide layout



- Click away from the layouts

The redesigned Slide Masters will only be available in the current presentation. If you would like to use them again, you need to save them as part of a template.

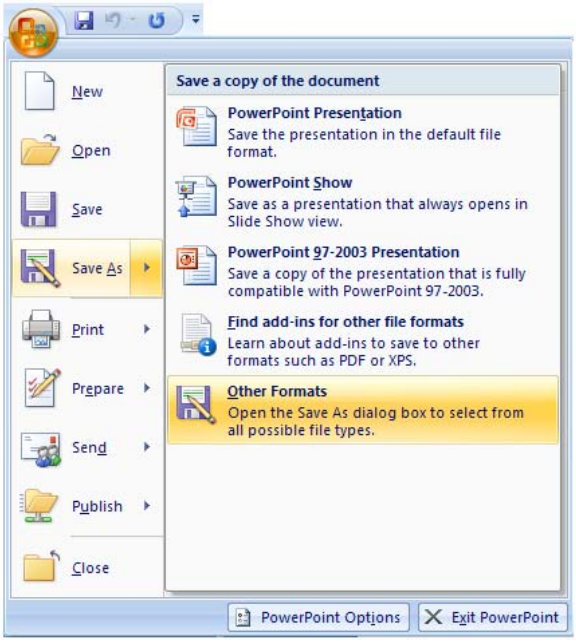
TEMPLATES

SAVING A PRESENTATION AS A TEMPLATE

A template may contain basic slides to start your new presentation, custom layouts, colour schemes or simply an empty presentation with customised Slide Masters.

If you would like to preserve the new designs you can save the current presentation as a template.

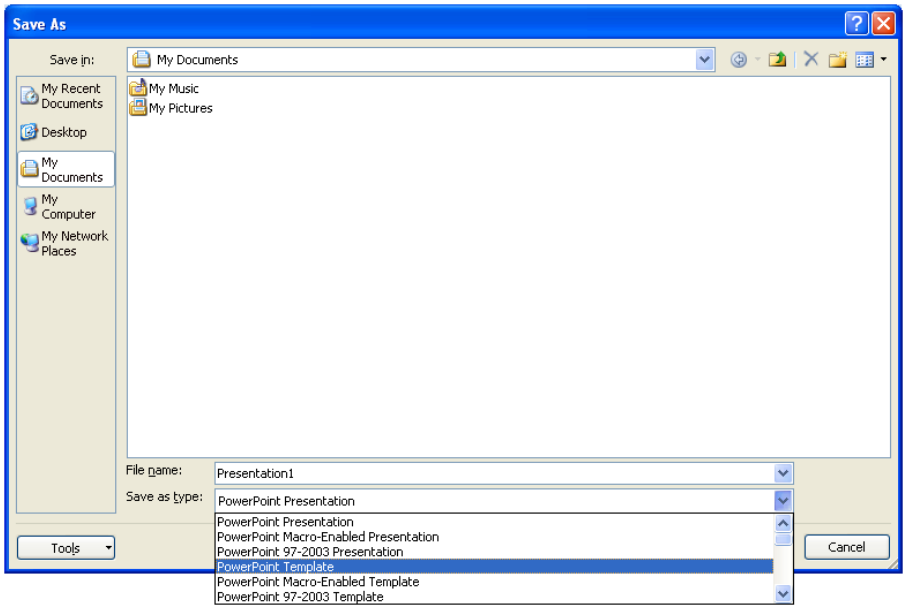
- Click the **Office Button**
- Choose **Save As**
- Choose **Other Formats**


New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Save a copy of the document
PowerPoint Presentation
Save the presentation in the default file format.
PowerPoint Show
Save as a presentation that always opens in Slide Show view.
PowerPoint 97-2003 Presentation
Save a copy of the presentation that is fully compatible with PowerPoint 97-2003.
Find add-ins for other file formats
Learn about add-ins to save to other formats such as PDF or XPS.
Other Formats
Open the Save As dialog box to select from all possible file types.
PowerPoint Options
Exit PowerPoint

The Save As dialog box is displayed.

- In the **Save as type:** window choose **PowerPoint Template**

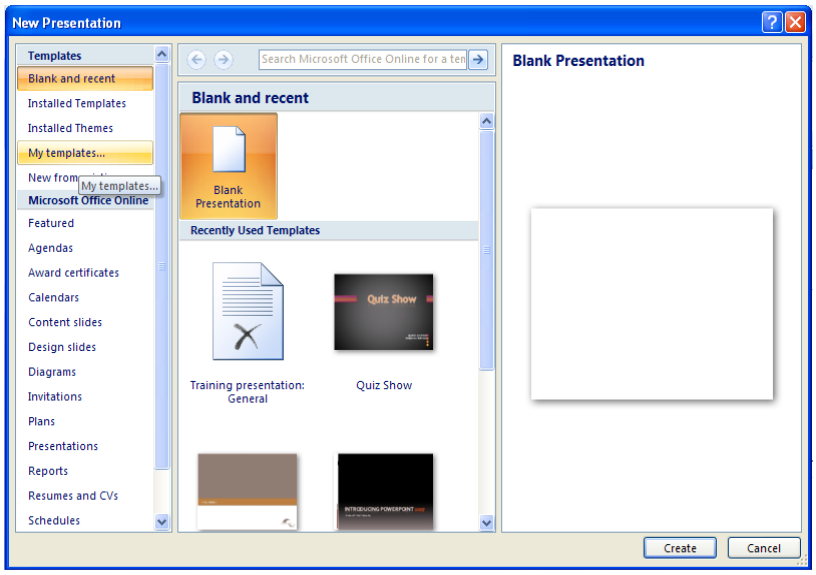
- The Templates folder is automatically displayed



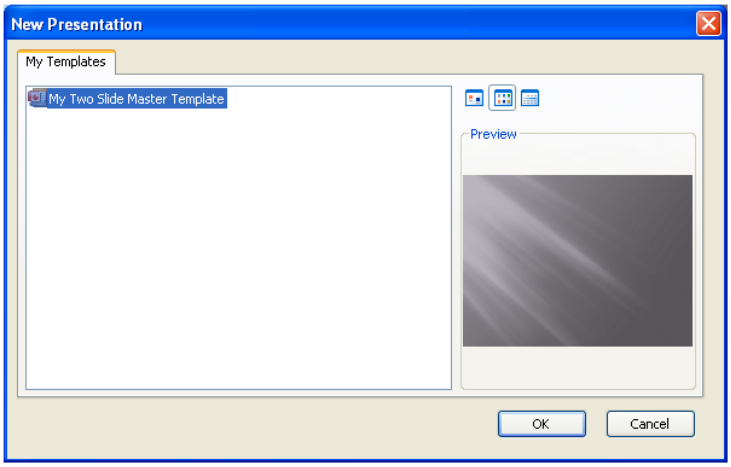
- Name the template *My Two Slide Master Template*
- Click **Save**
- Close the presentation

To use the template that you have just saved:

- Click the **Office Button**
- New



- From the Templates list on the left choose **My templates…**

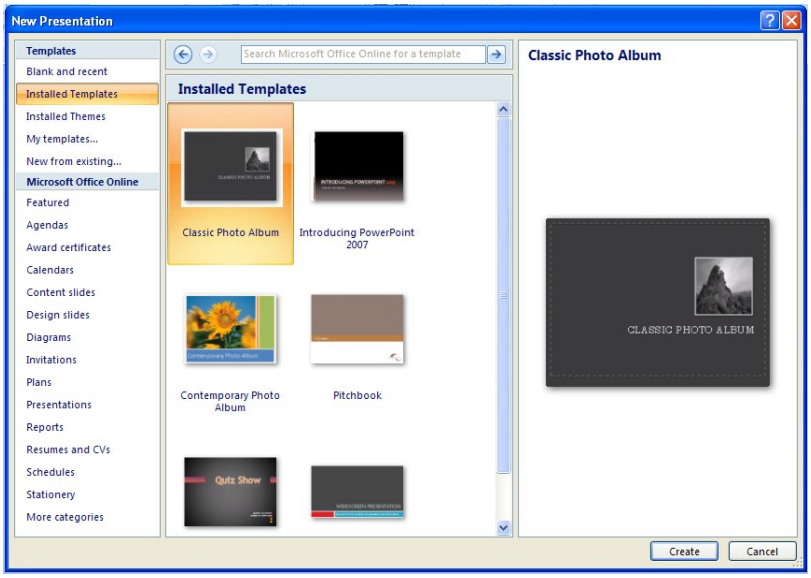


- Select the name of the template that you want to use
- Click **OK**
- Check the list of Layouts to see that the new one that you created is in the list
- Close the presentation without saving

USING AN INSTALLED TEMPLATE

PowerPoint comes with six installed templates but many others are available through the Internet.

- Click the **Office Button**
- New
- From the Templates list on the left select Installed Templates



- Choose **Quiz Show**
- Click **Create**

This template contains eight slides. Slide 2 describes how to use the template and the other slides are examples of what can be achieved using the template.

- Run the slide show to see the effects
- Try editing a slide or two adding questions and answers of your own

There are two more quiz templates to choose from:

- Display the New Presentation dialog box
- Choose More categories
- Quizzes and tests

- Close the presentation without saving

Downloading a template from the Internet

There are many more templates available for you to download from the Internet.

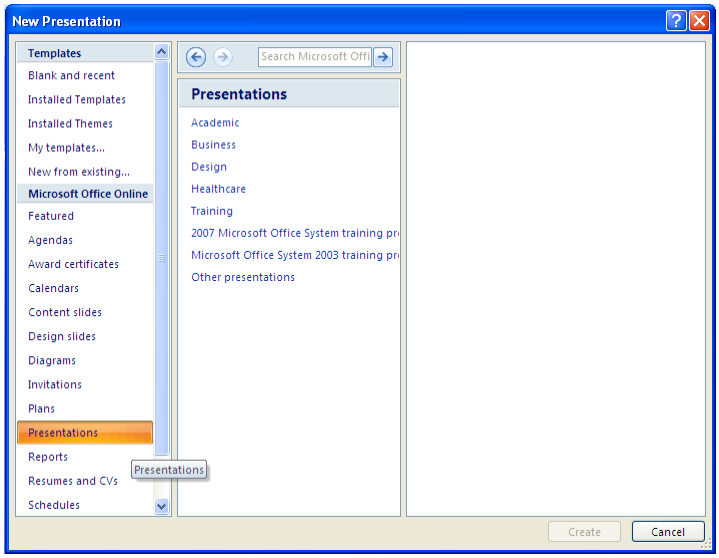
Open a new presentation:

- Click the **Office** button
- New

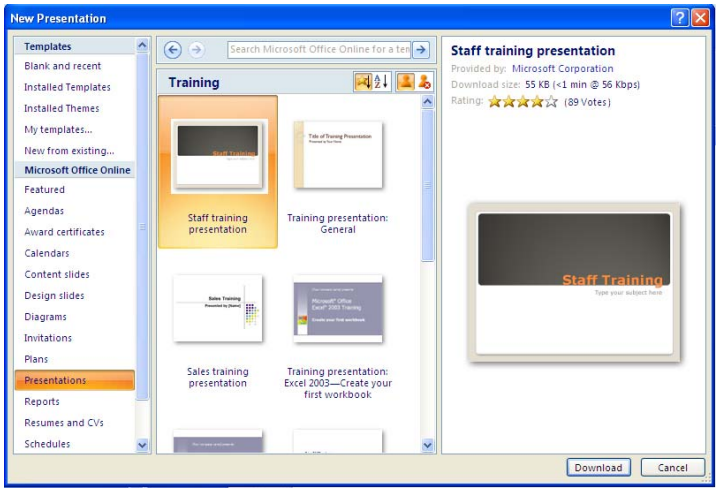
In the Microsoft Office Online section of the Templates list choose:

- Presentations

A list of categories is displayed in the centre of the dialog box.



- Choose **Training**



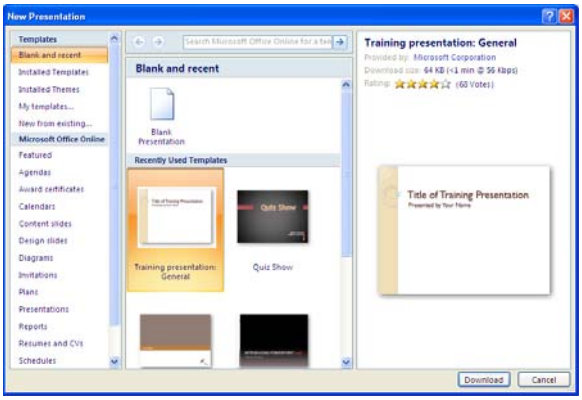
The Training templates are shown in the centre of the dialog box. To the right is information about each selected template.

- Choose **Training presentation: General**
- Click **Download**

The presentation is downloaded to your computer and is immediately ready for you to use.

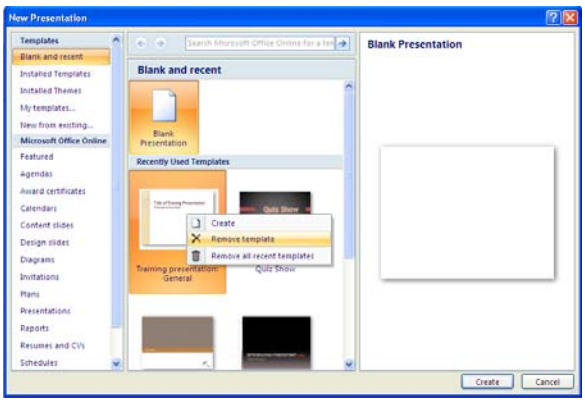
The next time you create a new presentation this template will be listed in the Recently Used Templates section. If you would like to use it again:

- Click **Download**



To remove a template from the list:

- Display the list of templates
- Select the **Training presentation: General** template
- Press the **right** mouse button
- Choose **Remove template**



- Click **Cancel** to close the New Presentation dialog box

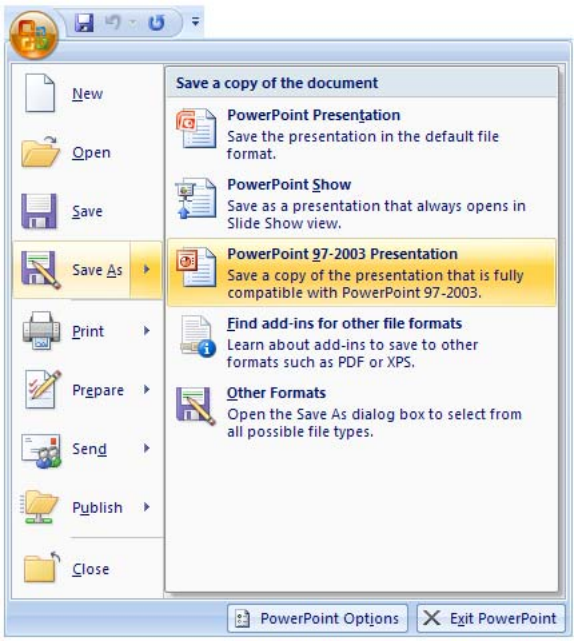
SAVING AS 2002 FORMAT

If you are sharing your presentation with other people, or are intending to send a copy to someone else, it is wise to ask what version of the software they are using.

With this in mind you need to know how to save your presentation to an earlier version but note that some of the effects you may have used in your presentation (for example SmartArt) will not work. So, you need to check the presentation before passing it on to anyone else.

To save the open presentation to one compatible with PowerPoint 97-2003:

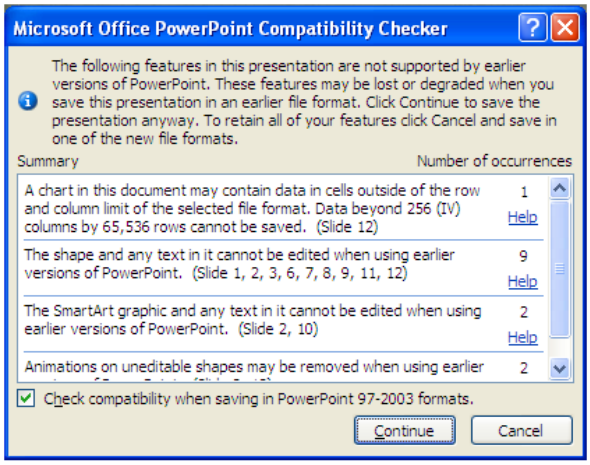
- Click the **Office Button**
- Save As
- PowerPoint 97-2003 Presentation


New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Save a copy of the document
PowerPoint Presentation
Save the presentation in the default file format.
PowerPoint Show
Save as a presentation that always opens in Slide Show view.
PowerPoint 97-2003 Presentation
Save a copy of the presentation that is fully compatible with PowerPoint 97-2003.
Find add-ins for other file formats
Learn about add-ins to save to other formats such as PDF or XPS.
Other Formats
Open the Save As dialog box to select from all possible file types.
PowerPoint Options
Exit PowerPoint

When the Save As dialog box is displayed:

- Save the new version of the presentation in the PowerPoint2007 folder on drive c
- Change the name of the presentation (if desired)
- Check that the **Save as type** is **PowerPoint 97-2003 Presentation (*.ppt)**
- Click **Save**

As the presentation is saving, it is checked for compatibility with the version you are saving to. If there are any features that could be lost they are listed for you to check.


Microsoft Office PowerPoint Compatibility Checker
The following features in this presentation are not supported by earlier versions of PowerPoint. These features may be lost or degraded when you save this presentation in an earlier file format. Click Continue to save the presentation anyway. To retain all of your features click Cancel and save in one of the new file formats.
Summary
Number of occurrences
A chart in this document may contain data in cells outside of the row and column limit of the selected file format. Data beyond 256 (IV) columns by 65,536 rows cannot be saved. (Slide 12)
1
Help
The shape and any text in it cannot be edited when using earlier versions of PowerPoint. (Slide 1, 2, 3, 6, 7, 8, 9, 11, 12)
9
Help
The SmartArt graphic and any text in it cannot be edited when using earlier versions of PowerPoint. (Slide 2, 10)
2
Help
Animations on uneditable shapes may be removed when using earlier
2
Check compatibility when saving in PowerPoint 97-2003 formats.
Continue
Cancel

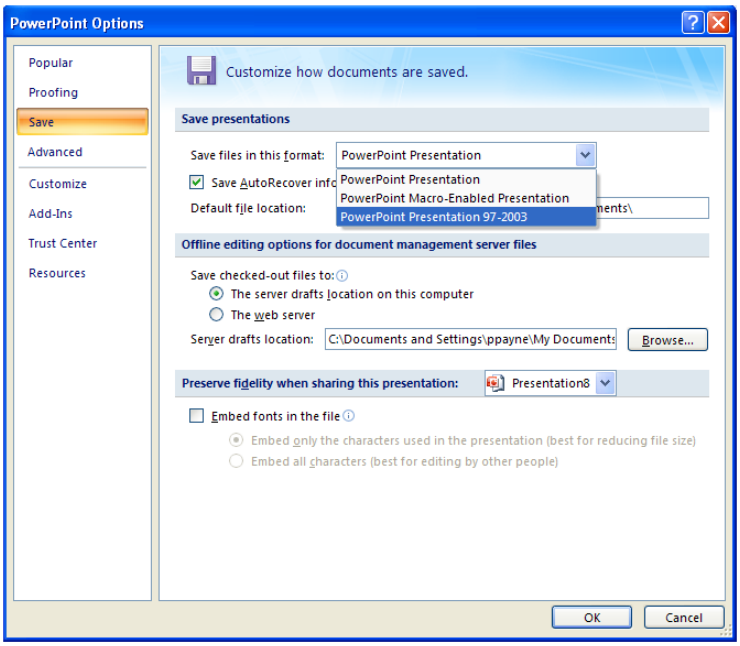
- Click **Continue** to finish the save

PowerPoint 2007 will automatically open a presentation created in an earlier version of the software. So if you use PowerPoint 2002, you need not worry about the format if you are passing the presentation on to someone who uses a later version.

CHANGING THE DEFAULT FORMAT FOR SAVING FILES

If you need to regularly save your presentations in an earlier format you may consider changing the default format that is used for saving.

- Click the **Office Button**
- Click the **PowerPoint Options** button at the bottom of the menu
- Choose **Save** in the list on the left of the dialog box
- Change the **Save Files in this format:** option to **PowerPoint Presentation 97-2003**



- Click **OK**
- Close the open presentation without saving

EXERCISE

You are representing the Management Committee of the 2012 Olympics in London. You have information on:

- the technology that will be used during the Olympics
- the Olympic Park
- transport

There are pictures available in the PowerPoint 2007 folder for each of the subjects.

You have to prepare a short presentation to 'sell' the project to a group of journalists who will be reporting on the progress of the venture.

The presentation should contain a minimum of five slides and should be fairly dynamic. Choose the information you would like to use from the items below.

Olympics 2012 – London

Technology

Technology will play an important role in both the build up to 2012 and the Games themselves.

We will be working closely with our partners to ensure we use existing and emerging technologies in innovative and powerful ways.

Operational technology

When it comes to staging the Games, technology will play a bigger part than ever before.

It will be central to the ways we capture scores, timings and performance in the sports competitions.

Inside the venues, technology will feed back information to officials, spectators, venue staff and volunteers.

And it will help with all levels of decision making during the Games, from separating a photo finish to managing the flow of people to and from the Park.

Business technology

Technology is not just relevant to the delivery of the Games.

It will be instrumental in our planning, procurement and other business activities in the run up to 2012.

From the way we share information with multiple stakeholders to modelling data such as pedestrian flows in the Olympic Park, technology will help us run a world-class programme.

Communications technology

Technology will transform the way people engage with the Games. It is not just about receiving information – it will also be about reacting to it.

Digital channels such as the web and mobile phones will be the number one way for everyone to access, share and participate in the 2012 Games.

In the run-up to the Games, we will be offering people ways to get closer to the action, interacting with our data and sharing their own.

Come 2012, there will be new ways to interact with events, whether it is through spectator services in the Olympic Park or interactive technologies in UK towns and cities.

Our plans

We will be using mature and advanced technologies in the Games.

We are looking at existing, proven systems already in use. But this is also an opportunity to push boundaries, and work with leading suppliers and developers to create new applications.

We will be ensuring our technological solutions are reliable – able to perform on the day, in all kinds of places and under extreme conditions.

And we will be re-deploying some of the technology solutions used during the Games to the lasting benefit of local communities after 2012.

Of course, technology is not an end in itself. Our focus is the Games and the people who will take part, as spectators, volunteers or competitors.

But using it imaginatively will help to create a Games excitingly relevant for a 21st-century audience – a ‘Games for a connected world'.

Olympic Park

The focus of the London 2012 Games will be the Olympic Park in east London, which will house the new sport venues.
The Park is located in the Lower Lea Valley - an area of great untapped potential.

After the Games the area will be transformed into the largest urban park created in Europe for more than 150 years.

There will be a huge amount of activity up until the Beijing Games in August 2008, to get the site ready for the construction work that will start in earnest in the summer of 2008.

Construction hotline

You can call the Olympic Delivery Authority's Community Relations team about any questions or concerns you have about construction works in general on 08000 722 110, 24 hours a day, seven days a week.

Transport

We're aiming for 100 per cent of spectators to get to the Games by public transport, cycling or on foot.

Approximately seven million tickets are available for sale for the London 2012 Olympic Games.

Eleven days of competition during the Paralympic Games will bring 1.5 million spectators.

Our transport plans for the Games will help transform the Lower Lea Valley into one of the best connected areas in the capital, bringing economic and social benefits that go far beyond 2012, and far beyond sport.

(Taken from the www.london2012.com)